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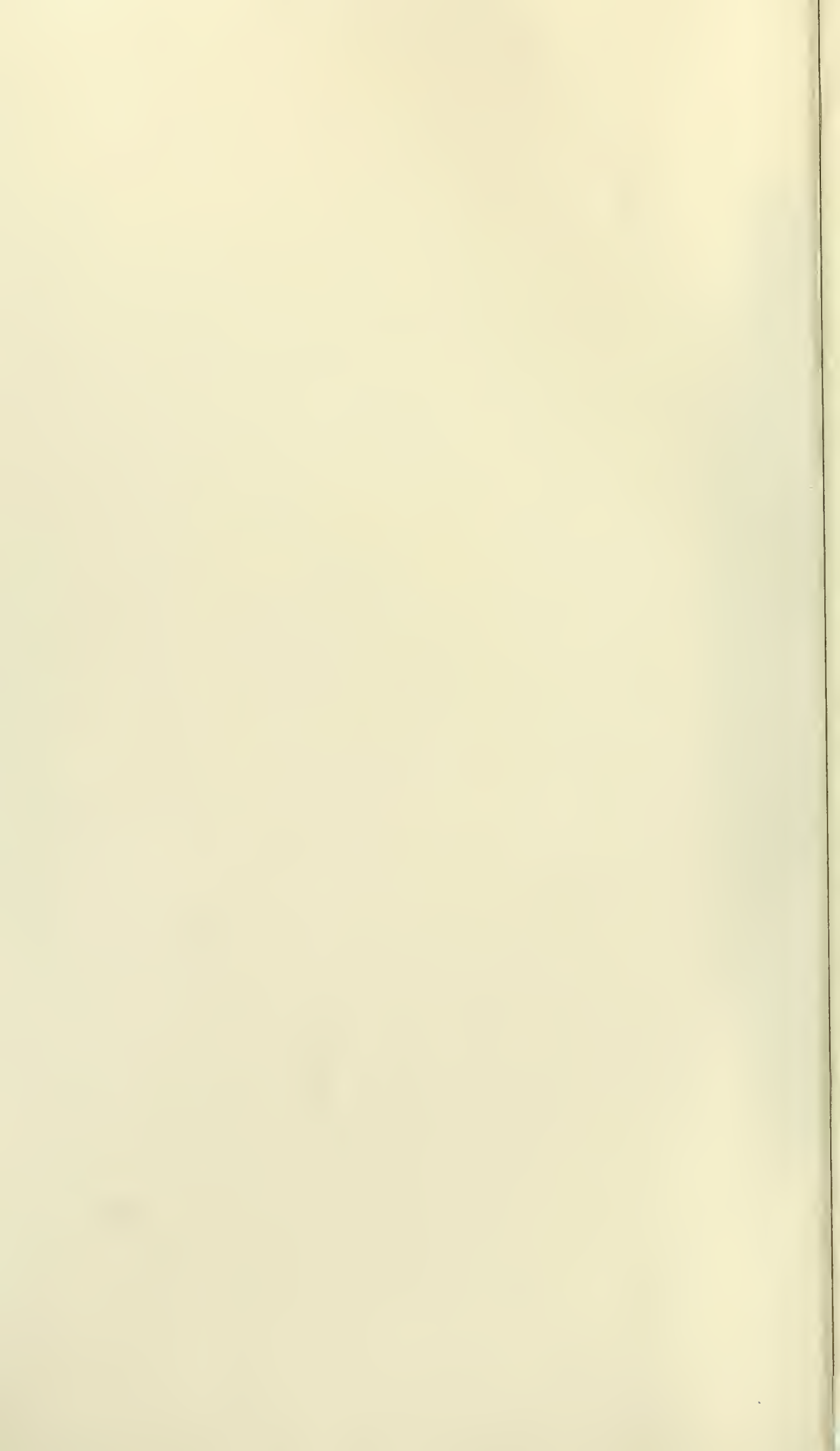
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1/3/74

Commissioner Tarantino

CIVIL SERVICE COMMISSION OF SAN FRANCISCO Commissioner Costello  
presided.

ROOM 300 - AUDITORIUM  
DEPARTMENT OF PUBLIC HEALTH  
101 GROVE STREET

Calendar -  
Actions Taken

SPECIAL MEETING  
JANUARY 3, 1974  
9:00 A.M.

Item  
Number

RECRUITMENT AND EXAMINATIONS:

Protest on Ratings, H2 Fireman.

44704-73	Edward J. Arce Action: Find qualified
44705-73	Brian Barbaria Action: Grant veteran's preference
44706-73	Elmer C. Carr Action: Grant veteran's preference
44707-73	Thomas Dillon Action: Grant veteran's preference
44708-73	Bernard Gibson Action: Find qualified
44709-73	George Jones Action: Sustain disqualification
44710-73	Martin McGuinn, Jr. Action: Refer to staff
44711-73	Michael Nolan Action: Grant veteran's preference
44712-73	Richard Passanisi Action: Grant veteran's preference
44713-73	George Salomon Action: Find qualified
44714-73	Larry Sinigiani Action: Grant veteran's preference
44715-73	Roger Wilhelm Action: Grant veteran's preference
44716-73	Joseph Asaro Action: Grant veteran's preference
44717-73	John F. O'Shea Action: Grant veteran's preference
44718-73	Robert F. Smyth Action: Deny request
44719-73	Gerald R. Sullivan Action: Deny protest
44720-73	Patrick M. Skain Action: Grant veteran's preference

DOCUMENTS

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Item  
Number

RECRUITMENT AND EXAMINATIONS: (Continued)

44721-73      Adoption of H2 Fireman, Eligible List E-25

Action: Adopt Eligible List E-25 for Class H2 Fireman as amended by staff action and Civil Service Commission action. Certification process to proceed without regard to unresolved appeals. Eligibles with unresolved appeals to retain their current standing pending resolution, which must be no latter than February 8, 1974, except with regard to returning servicemen.



SF  
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#5  
1/7/74

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JANUARY 7, 1974

2:00 P.M.

Calendar-  
Action  
Taken

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATION:

5379-73 Willie Foster, 2714 Janitor, Airports Commission - 12-18-73. (64/E-57)

Action: Return to list not under waiver. Last opportunity to establish satisfactory work record. Not to be again certified to Airport.

DOCUMENTS

MAR 6 1974

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RESIGNATION:

5380-73 Don M. Piere, 2736 Porter 49/E-49, Public Health - San Francisco General Hospital - 10-23-73.

Action: Return name to list not under waiver. Not to be again certified to San Francisco General Hospital.

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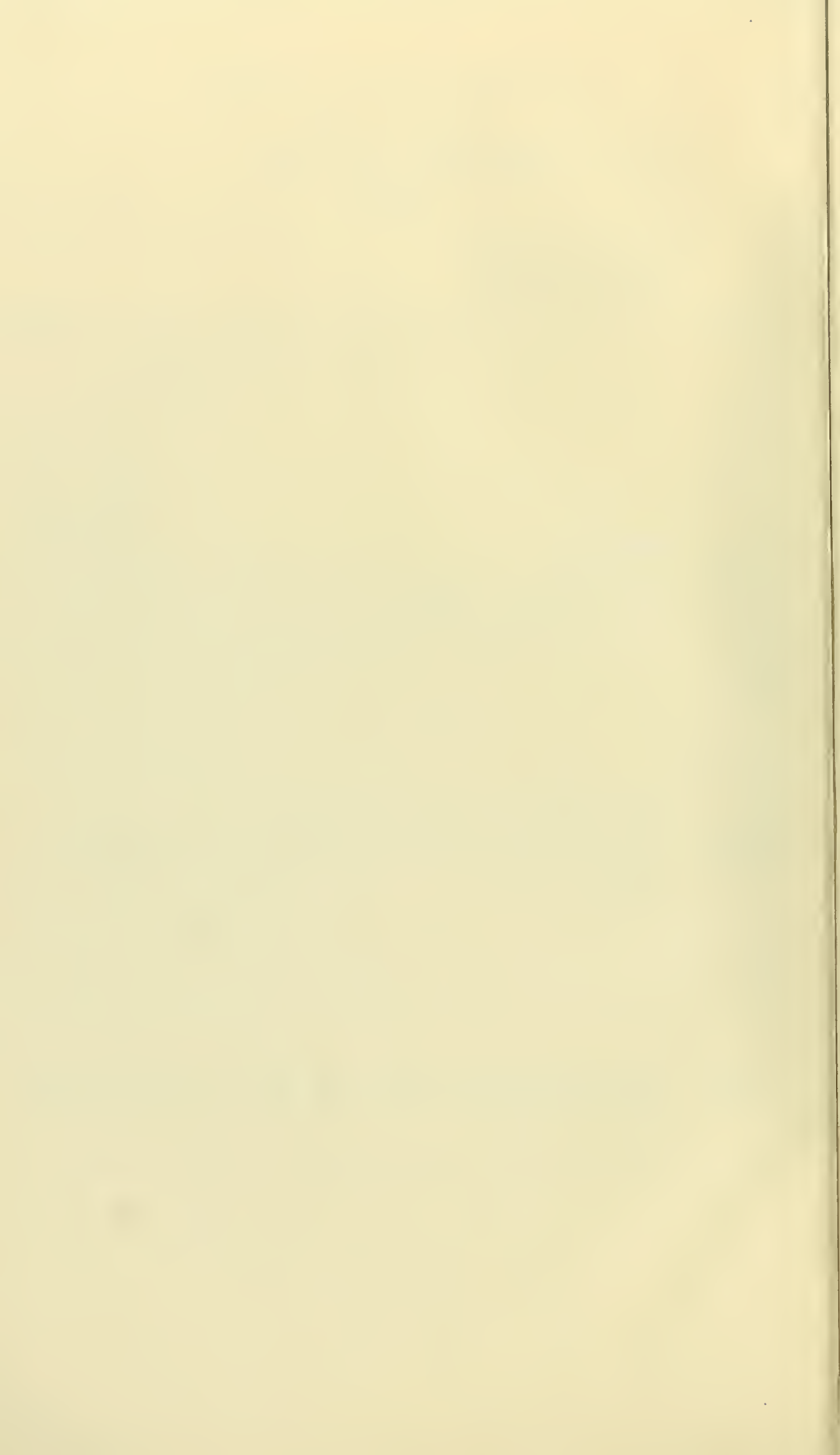
TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5389-73 Don Shadle, 1212 Timeroll Audit Clerk, Civil Service Commission: Payroll - 12-31-73.

Action:  
Approved.

5381-73 Rudy Downey, 1402 Clerk 118/CNL, Public Health - San Francisco General Hospital - 12-14-73.

Action:  
Over to next meeting, January 2, 1974.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5382-73 John Ruff, 2594 Rehabilitation Program Worker III, Department of Public Health - 12-13-73.

Action: Over to first meeting in February, 1974.

TERMINATIONS OF PROBATIONARY APPOINTMENTS (ENTRANCE):

5376-74 Ronald Greene, Ph.D. 2574 Clinical Psychologist 8/E-11, Department of Public Health - 11-29-73.

December 17, 1973: Over to January 7, 1974.

Action: In accordance with Civil Service Rule 6, Section 3.03, return name to list not under waiver. Not to be certified to position in area of alcoholism.

5383-73 Diane Porcella, 1458 Legal Stenographer 1/E-26, District Attorney - 11-20-73.

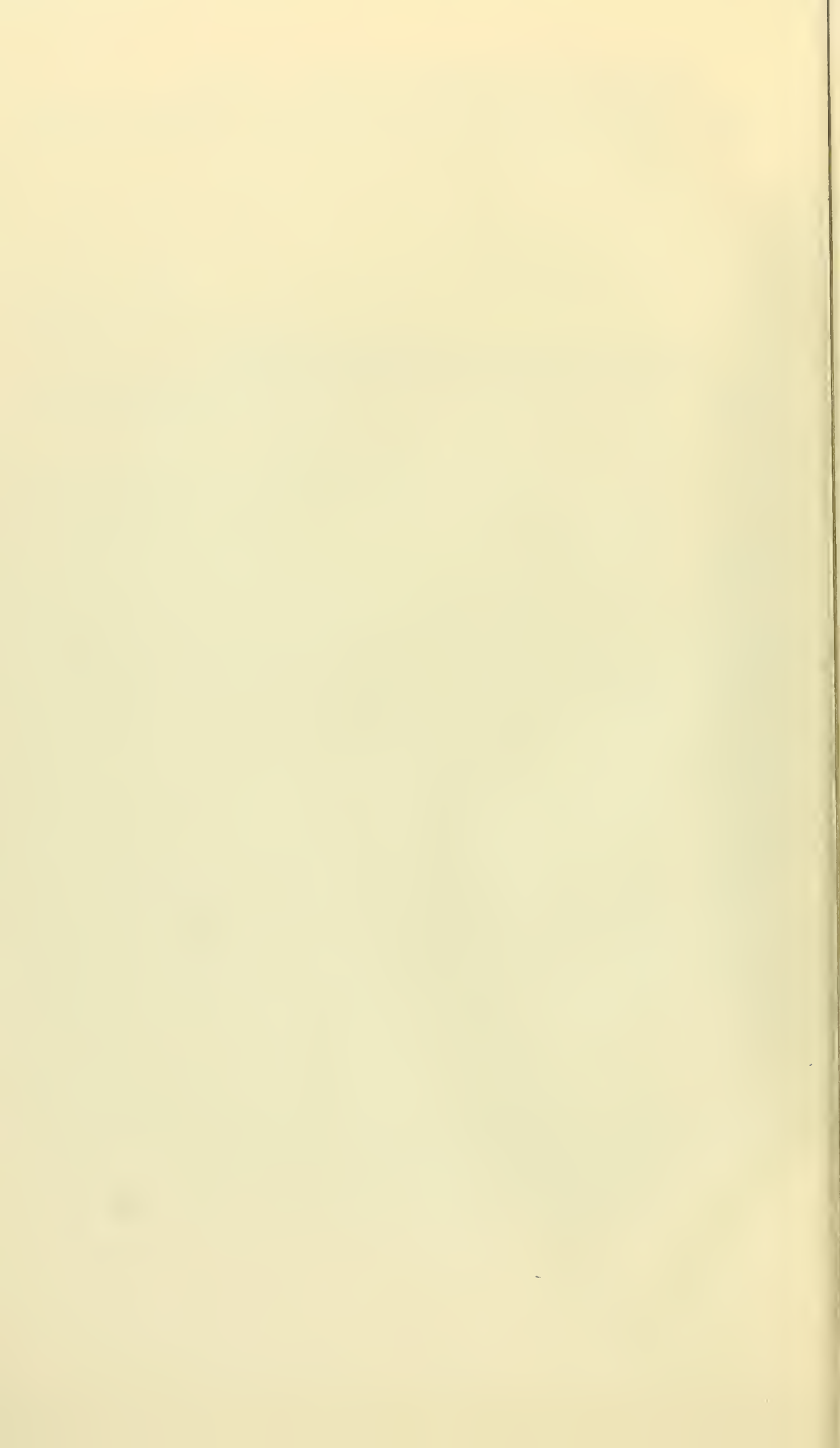
Action: Return name to list not under waiver. Not to be again certified to District Attorney's Office.

5384-73 Andressa Pastor, 2320 Registered Nurse V-1/E-302, Public Health - Central Office - 12-21-73.

Action: Return name to list not under waiver. Not to be certified to San Francisco General Hospital.

5385-73 Robert L. Byrd, 7409 Electrical Transit Serviceman V-16/E-3, Public Utilities Commission - Municipal Railway - 11-30-73.

Action: Over to next meeting, January 11, 1974. Return from Department to be submitted within one week.





TERMINATIONS OF PROBATIONARY APPOINTMENTS (ENTRANCE): (continued)

5386-73 Arleigh E. Fenton, 7408 Assistant Powerhouse Operator 19/E-3, Public Utilities Commission - Hetch Hetchy - 1-1-74.

Action: Over to next meeting, January 21, 1974.

5387-73 Donna Rike, 2903 Eligibility Worker 57/E-111, Department of Social Services - 12-28-73.

Action: Return name to Department of Social Services. Not to be again certified to Social Services.

\*

TERMINATION OF TEMPORARY APPOINTMENT:

5388-73 Richard Abrahamsen, 3595 School Aide I 351/E-1, Board of Education - 12-7-73.

Action: Over to next meeting, January 21, 1974.



SF  
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#5  
1/7/74

Calendar-  
Returns taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JAN. 17, 1974

4:30 P.M.

Commissioners Present:  
Commissioner Chow  
Commissioner Tarant  
Commissioner Absent:  
Commissioner Costel  
Commissioner Chow  
presided.

Item  
Number

DOCUMENTS

MAR 6 1974

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Minutes - Regular Meeting of December 17, 1973:

Action: Approve.

1. CLASSIFICATION AND PAY:

- 1514-73 Survey of one 8214 Parking Controlman position, San Francisco Police Department.  
Action: Adopt Staff Report. Reclassify one vacant 8214 Parking Controlman position, (Sch. 25.8 \$318-386), San Francisco Police Department to a new Class 1803 Police Statistical Clerk (Sch. 29.5 \$381-462); amend Annual Salary Ordinance Section 161011 accordingly.
- 1695-73 Survey of one 1446 Senior Clerk Stenographer position, San Francisco Police Department.  
Action: Approve reclassification of one position in Class 1446 Sr. Clerk Stenographer to Class 1450 Principal Clerk Stenographer; amend Annual Salary Ordinance Section 161011 accordingly.
- 1927-73 Survey of one position in Class 9302 Stock Clerk, San Francisco Port Commission.  
Action: Adopt Staff Report.  
1. Reclassify one position in Class 9302 Stock Clerk, Port (\$268-326) to Class 1404 Clerk (\$268-326).  
2. Abolish Class 9302 Stock Clerk, Port.  
3. Amend Section 775010A of the Annual Salary Ordinance accordingly.
- 0016-73 Request of the Mayor's Criminal Justice Council for the approval of Personal Services Contracts.  
Action: Adopt Staff Report.  
1. Approve Personal Services Contracts for services of one Criminal Justice Specialist and one Evaluation Coordinator through June 30, 1974.  
2. Approve temporary requisitions to be submitted for the services of two employees in Class 1802 Research Assistant, such employments to be used in connection with this project.
- 0085 73 Survey of one vacant position in Class H-30 Captain, San Francisco Fire Department.  
Action: Adopt Staff Report. Reclassify one vacant H-30 Captain position to Class H-50 Assistant Chief of Department; amend Annual Salary Ordinance Section 145010 accordingly.

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Item  
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CLASSIFICATION AND PAY: (Continued)

- 0019-73 Request for approval of Personal Services Contract, Drug Abuse Services Program, Department of Public Health.

Action: Adopt Staff Report. Approve Personal Services Contract between Eric Schaps, Ph.D. and the City and County of San Francisco through April 30, 1974; no extensions to be allowed. If this position is to continue, the Department of Public Health should immediately request the establishment of an appropriate civil service class.

- 0095-73 Request of the Mayor for the continuation of one position in Class 8246 Director, Emergency Service, on an exempt civil service basis through June 30, 1974.

Action: Approve request of Mayor: Continue position on an exempt civil service basis through June 30, 1974.

- 0097-73 Reorganization and reclassification of two vacant positions in the Accounting Section of the Purchasing Department, Central Shops.

Action: Adopt Staff Report.

1. Reallocate one position currently in Class 1844 Sr. Management Assistant (Sch. 35.3, \$504-613) to 1652 Sr. Accountant, (Sch. 32.5, \$440-535).
2. Reallocate one position in Class 1632 Sr. Account Clerk (Sch. 25.8, \$318-386) to Class 1650 Accountant (Sch. 28.5, \$363-440).
3. Amend Annual Salary Ordinance Sections 311010B and 312080 to reflect these actions.

- 0100-73 Adoption of a new series of classes of Staff Assistant, Special Project.

Action: Adopt Staff Report.

1. Adopt the following code numbers, class titles and rates of pay:

a. 9730 Staff Aide I, Special Project	\$291BW291
b. 9732 Staff Aide II, Special Project	337BW337
c. 9734 Staff Assistant I, Special Project	389BW389
d. 9736 Staff Assistant II, Special Project	450BW450
e. 9738 Staff Assistant III, Special Project	521BW521
f. 9740 Staff Assistant IV, Special Project	603BW603
g. 9742 Staff Assistant V, Special Project	699BW699
h. 9744 Staff Assistant VI, Special Project	809BW809
i. 9746 Staff Assistant VII, Special Project	936BW936
j. 9748 Staff Assistant VIII, Special Project	1032BW1032
k. 9750 Staff Assistant IX, Special Project	1138BW1138
l. 9752 Staff Assistant X, Special Project	1254BW1254

2. Include in Annual Salary Standardization Ordinance accordingly for 1974-75.
3. These classifications are to be used only with the prior approval of the General Manager, Personnel.

- 0110 73 Classification of four new positions, Board of Supervisors; a supplemental appropriation.

Action: Adopt Staff Report. Allocate positions to indicated classes:

- 2 - 1443 Stenographic Aide, Board of Supervisors.
- 2 - 1835 Administrative Assistant to Members of Board of Supervisors.

Amend Section 181010 of the Annual Salary Ordinance accordingly, an emergency measure.



CLASSIFICATION AND PAY: (Continued)

- 0111-73 Request from the Adult Probation Department for approval of a replacement Personal Services Contract.

Action: Adopt Staff Report. Approve Personal Services Contract for Ms. Constance Coca, Adult Probation Department, for the period December 1, 1973, through June 30, 1974.

Classification and Pay item continued on Page 5.

2. IN-SERVICE ACTIVITIES:

- 2387-73 In accordance with Ordinance No. 20471, application for authorization to live outside of the City and County of San Francisco:

Esther Roman, 8238 Police Communications Dispatcher, Police Department.

Action: Over to next meeting, January 21, 1974.

In-Service Activities item continued on Page 5.

3 MISCELLANEOUS:

- 3084-73 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorizations issued by Don Pistolesi (Room 52E)  
O.A. #'s 2627-3650

Action: Approve.

- 3085-73 Requests from departments to backdate requisitions:

T-30098 3595 School Aide I	11-28-73 Community College Dist.
P-372 8320 Counselor	11-30-73 Juvenile Court
T-30026 1444 Clerk Stenographer	12-17-73 Mayor's Crim. Just. Coun
T-30413 8202 Watchman, Bldg. Repair	12-6-73 Public Works
T-30468 7502 Asphalt Worker, St. Repair	11-23-73 " "
T-30920 7226 Carpenter Foreman	11-28-73 S.F.U.S.D.

Action: Approve as recommended by committee.

- 3086-73 Approval of extension of non-civil service emergency appointments from 90 days to 130 days under amended Charter Section 8.332.

Action: Adopt Staff Report. It is recommended that the Civil Service Commission delegate the administration of these requests to the General Manager, Personnel.

Miscellaneous item continued on Page 5.

4. RECRUITMENT AND EXAMINATIONS:

- 44475-73 Appeal of staff's denial of protests re terms of examination announcement for 2132 Emergency Hospital Service Superintendent.

November 19, 1973: Over to next meeting.

December 3, 1973: Over to next meeting, December 17, 1973. Final continuance.

December 17, 1973: Over to next meeting, January 7, 1974.

Action: Adopt amendment as proposed by Department of Public Health, CSA-Local 400, and Civil Service staff. Amend announcement to allow for written and oral examinations. Reissue announcement.

- 44482-73 Appeals of staff's denial of protests re terms of the announcement for 5273 Principal Architect.

Action: Protest by A. Shura Fadeff over to next meeting, January 21, 1974. Deny appeal by Robert O. Appleton, et al.

- 44498-73 Appeal of staff's denial re protest of oral rating for Class 7205 Chief Stationary Engineer.

Action: Adopt Staff Report. Deny appeal.





RECRUITMENT AND EXAMINATIONS: (Continued)

- 44600-73 Appeal of staff's denial to revise minimum requirements to the examination for 1820 Junior Administrative Analyst.
- December 17, 1973: Over to next meeting, January 7, 1974.
- Action: Adopt Staff Report. Deny appeal.
- 44601-73 Request for reconsideration of staff's action on protests of key answers for Class 6334 Chief Building Inspector Examination.
- December 17, 1973: Over to next meeting, January 7, 1974.
- Action: Eliminate the following test items: Items 24, 31, 49 and 91. Protests on following test items denied: Items 12, 30, 32, 71, 75, 82, 92, 96 and 99. Allow the following key answers for test item 74: Key answer #1 and Key answer #3.
- 44619-73 Appeal of staff's denial of protests re terms of examination announcement for 1468 Water Services Clerk.
- December 17, 1973: Over to next meeting, January 7, 1974.
- Action: Adopt Staff Report. Deny appeal.
- 44620-73 Special Report - Employment status of Jessie Alan Burgess - 2528 Medical Steward.
- December 17, 1973: Over to next meeting, January 7, 1974.
- Action: Over to next meeting, January 21, 1974.
- 44646-73 Appeal of staff's denial re protest of oral interview for Class 6220 Inspector of Weights and Measures.
- Action: Over to next meeting, January 21, 1974.
- 44658-73 Protest re Qualifications Appraisal for Class 1242 Personnel Analyst.
- Action: Adopt Staff Report. Approve passing mark in Oral Qualifications Appraisal. Mary Smith assigned Rank 13; Barbara Taber assigned Rank 6.5. Adopt eligible list as amended.
- 4000-74 Determination of eligibility for appointment of two eligibles for Health Worker positions.
- Action: Over to next meeting, January 21, 1974.



Item  
Number

CLASSIFICATION AND PAY: (Continued)

0112-73      Reclassification of one full-term 1424 Clerk Typist position  
(268-326), S.F. Unified School District, Audio-Visual Program.

Action: Reclassify subject position to school-term 1426 Senior Clerk Typist (\$295-359); advise the District to amend its Annual Salary Resolution accordingly, when the incumbent will not be adversely affected.

## IN-SERVICE ACTIVITIES: (Continued)

2006-74 Request for Personal Leave of Absence by General Manager, Personnel.

Action: Approve.

MISCELLANEOUS: (Continued)

3002-74      Authorize the General Manager, Personnel to execute contracts with  
the State Personnel Board.

Action: Approve.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JANUARY 21, 1974

Commissioners present:

2:00 P.M.

Commissioner Costello

Commissioner Chow

Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATION:

5001-74

John Southall, 2714 Janitor, Recreation and Park Department -  
1-7-74.

Action: Automatic resignation to be withdrawn. Time off job to be recorded as personal leave.

DOCUMENTS

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RESIGNATIONS:

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5002-74

Raymond J. Lewis, Q-2 Policeman 126/25, Police Department -  
12-20-73.

Action: Approve. Ineligible for future application in the security classifications only.

5003-74

Derwood Peyton, 2750 Laundry Utility Worker 4/E-6, Public Health  
(Laguna Honda Hospital) - 11-16-73.

Action: Approve. Future employment subject to medical clearance.

5004-74

Travis G. Brown, S-104 Motorman 52/E-103, Public Utilities  
Commission (Municipal Railway) - 12-27-73.

Action: Approve. Cancel any current examinations and eligibility status. Future application subject to review and approval by Civil Service staff, after presentation of proof of one year's satisfactory work experience outside the City service.



TERMINATION OF LIMITED TENURE APPOINTMENT:

5381-73 Rudy Downey, 1402 Junior Clerk, Department of Public Health  
(San Francisco General Hospital) - 12-31-73.

January 7, 1974: Over to next meeting, January 21, 1974.

Action: Approve.

\*

TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance):

5386-73 Arleigh E. Fenton, 7408 Assistant Powerhouse Operator 19/E-3,  
Public Utilities Commission - 1-1-74.

January 7, 1974: Over to next meeting, January 21, 1974.

Action: Return name to eligible list not under waiver.

5385-73 Robert L. Byrd, 7409 Electrical Transit Serviceman, Public Utilities  
Commission, Municipal Railway (V-16/E-3) - 11-30-73.

January 7, 1974: Over to next meeting, January 21, 1974.

Action: Return name to eligible list not under waiver. Not to  
be appointed to position under same supervisor.

5005-74 Richard F. Bacon, 7345 Electrician V-10/E-5, Airports Commission -  
1-2-74.

Action: Return name to eligible list under waiver. Waiver not  
to be removed until medical report submitted and reviewed by  
Civil Service physician. Not to be certified to Airports Commission.

5006-74 Gary G. Estes, 2714 Janitor 100/E-57, Airports Commission - 12-27-73

Action: Return name to eligible list not under waiver. Not to  
be certified to Airports Commission.





TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance): (continued)

5007-74 James W. Podesta, 2714 Janitor 126/E-57, Airports Commission - 1-4-74.

Action: Approve. No future employment in the City and County of San Francisco service.

5008-74 Camille F. Jones, 2432 EKG Technician 12/E-6, Department of Public Health (San Francisco General Hospital) - 1-8-73.

Action: Return name to eligible list not under waiver.

5009-74 Walter E. Donahue, 7381 Automotive Mechanic 9/E-4, Public Utilities Commission (Municipal Railway) - 11-26-73.

Action: Return name to eligible list not under waiver.

5010-74 Sherman L. Franklin, S-102 Conductor 167/E-109, Public Utilities Commission (Municipal Railway) - 10-31-73.

Action: Approve. Cancel any current examination and eligibility status. Future application subject to review and approval by Civil Service staff after presentation of proof of one year's satisfactory work experience outside the City service.

Not to be certified to Public Utilities Commission.

5011-74 Robert H. Hulen, 1336 Assistant to General Manager, Public Services V-2/E-2, Recreation and Park Department - 1-8-74.

Action: Return name to list not under waiver.



TERMINATION OF PROBATIONARY APPOINTMENT (Promotive)

5012-74 Eugene W. Arbelius, 2718 Janitor Foreman 9/P-6, War Memorial - 12-31-7

Action: Approve. Reinstated to former permanent position. Return name to promotive eligible list. Not to be certified to War Memorial.

\*

TERMINATION OF TEMPORARY APPOINTMENT

5388-73 Richard Abrahamsen, 3595 School Aide I, Board of Education - 12-7-73.

Action: Off Calendar.

\*



January 25, 1974

0025-74

To : Civil Service Commission

Through: James P. Mann, General Manager, Personnel

From : Kent Koguchi, Assistant Division Manager, Personnel

SUBJECT: ADDENDUM TO 0025-74 (1-17-74) ADMINISTRATIVE PROVISIONS OF THE SAN FRANCISCO  
STANDARDIZATION ORDINANCES (CHARTER SECTION 8.400 AND 8.401) 1974-75.

Section VII A. (6) School Term

Recommendation:

This Section was added to correct a specific problem in the San Francisco Unified School District that arose at the time sub-entry compensation rates were adopted in the clerical series. Since the sub-entry rates are no longer utilized, this paragraph is unnecessary. Recommend that the paragraph be eliminated in its entirety.

Action: Approve.



Present:  
Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 21, 1974

Commissioner Costello presided.

4:00 P.M.

Item  
Number

Minutes - Regular Meeting of January 7, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

0024-73 Classification of four positions to staff the Employee Relations Division of the Chief Administrative Officer's Office.

Action: Adopt Staff Report.

1. Adopt new class of 1282 Director of Employee Relations, Salary Schedule 49 J,Z \$983B1195; \$2130M2589.
2. Classify four new positions as follows:
  - 1 - 1282 Director, Employee Relations Division
  - 1 - 1246 Principal Personnel Analyst
  - 2 - 1446 Senior Clerk Stenographer
3. Establish a new salary ordinance section: 221012 Chief Administrative Officer, Employee Relations Division.
4. Amend Annual Salary Ordinance Section 221012 accordingly.
5. Classify three new positions as follows:
  - 3 - 0820 Member, Municipal Employee Relations Panel - J \$200D
6. Establish a new salary ordinance section as follows: 221013 Chief Administrative Officer, Municipal Employee Relations Panel.

0060-73 Survey of three data processing positions in the San Francisco Unified School District.

Action: Adopt Staff Report. Allocate the three positions to classes:

1739 Manager, EDP Operations Division  
1874 Senior Programmer Analyst  
1872 Programmer Analyst

Advise the San Francisco Unified School District to amend its Annual Salary Resolution accordingly.

0103-73 Request for additional compensation for bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance, Section IV(E).

Action: Adopt Staff Report. Approve requests for additional compensation for bilingual skills for the following persons:

Department	Name	Class No.
Public Health	Andres Caba	2736
" "	Hector Carrillo	2302
" "	Joyce Cheng	1424
" "	Natasha Gorbatenco	2624
" "	Emilia Maglasang	2320
Social Services	Jeffrey Richards	2903
Unified School District	Daisy Wong	1426

0104-73 Request for additional compensation for bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance, Section IV(E).

Action: Adopt Staff Report. Approve renewal requests for additional compensation for bilingual skills, effective July 1, 1973.

Department	Name	Class No.
Social Services	Alberta Guerrieri	2942
Public Health	Phyllis Sessions	2932





CLASSIFICATION AND PAY: (Continued)

0001-74 Classification of one new position approved in the 1973-74 Budget as "7301 Armored Truck Operator," Public Utilities Commission, Municipal Railway.

Action: Adopt Staff Report. Rescind Commission action classifying subject position in Class 7355 Truck Driver; confirm in Class 7301 Armored Truck Operator; amend Annual Salary Ordinance accordingly (remove asterisk).

0002-74 Abolishment of Class 1-112 Supervisor, Ambulatory Inmates, Department of Public Health.

Action: Adopt Staff Report. Abolish Class 1-112 Supervisor, Ambulatory Inmates; amend Annual Salary Standardization Ordinance accordingly.

0017-74 Request for additional compensation for bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance, Section IV(E).

Action: Adopt Staff Report. Approve request for additional compensation for bilingual skills, effective September 11, 1973.

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Social Services	Bernard Niechlanski	2903

0020-74 Adoption of a new classification in the Employees' Retirement System.

Action: Adopt Staff Report. Adopt new class, 1815 Management Aide, Retirement System, with a salary of \$659 bi-weekly (flat) as recommended by the Department; amend Annual Salary Ordinance Section 697011 to reflect the establishment of this new classification and rate of pay.

0025-74 Proposed amendments to Administrative Provisions of the Salary Standardization Ordinance for rates of pay pursuant to Section 8.401 of the Charter

Action: Over to Special Meeting, Thursday, January 24, 1974.

2. IN-SERVICE ACTIVITIES:

2020-74 Appeal by E. La Vergne Keppard of Denial of Personal Leave under Civil Service Rule 22, Section 22.08.

Action: Deny appeal.

In accordance with Ordinance No. 20471, applications for authorization to live outside of the City and County of San Francisco:



IN-SERVICE ACTIVITIES: (Continued)

2387-73 Esther Roman, 8238 Police Communications Dispatcher, Police Dept.

January 7, 1974: Over to next meeting, January 21, 1974

Action: Approve. (Commissioner Chow abstains.)

2022-74 Frances Brennan, 1430 Transcriber Typist, Social Services Dept.

Action: Approve. (Commissioner Chow abstains.)

2023-74 Roger Mialocq, 1826 Associate Budget Analyst, Bd. of Supervisors.

Action: Approve. (Commissioner Chow abstains.)

In-Service Activities item continued on Page 4.

3. MISCELLANEOUS:

3006-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorizations issued by Don Pistolesi (Room 52E)  
O.A. #'s 3651-3947

Action: Approve.

3007-74 Request from Juvenile Court to backdate Requisition T-31734 for a 8321 Counselor, Log Cabin Ranch to be effective December 26, 1973.

Action: Approve as recommended by committee.

4. RECRUITMENT AND EXAMINATIONS:

44482-73 Appeal of staff's denial of protest re terms of the announcement for 5273 Principal Architect.

January 7, 1974: Over to next meeting, January 21, 1974.

Action: Adopt Staff Report. Deny appeal.

44620-73 Special Report - Employment status of Jessie Alan Burgess - 2528 Medical Steward.

December 17, 1973: Over to next meeting, January 7, 1974.

January 7, 1974: Over to next meeting, January 21, 1974.

Action: Adopt Staff Report. It is recommended that Mr. Burgess be removed from service, all eligibility cancelled and that he must obtain approval of the General Manager, Personnel to participate in any future San Francisco City and County examinations.

44646-73 Appeal of staff's denial re protest of oral interview for Class 6220 Inspector of Weights and Measures.

January 7, 1974: Over to next meeting, January 21, 1974.

Action: Adopt Staff Report. Deny appeal.



Item  
Number

RECRUITMENT AND EXAMINATIONS: (Continued)

44666-73 Request for reconsideration of staff's denial of protest of oral rating for Class 9910 Public Service Trainee - Stenographer examination.

Action: Adopt Staff Report. Deny request.

44415-73 Qualifications appraisal board rating of Mr. Federico Parangan for Class 6120 Environmental Health Inspector.

Action: This matter not properly before the Civil Service Commission for review. Off calendar. Refer to staff.

4000-74 Determination of eligibility for appointment of two eligibles for Health Worker positions.

January 7, 1974: Over to next meeting, January 21, 1974.

Action: Over to next Regular Meeting, February 4, 1974.

4041-74 Requests for reconsideration of action of the Review Committee in establishing the Key answers in the promotive examination for Class Q80 Captain, Police Department.

Action: Deny request for reconsideration on following items.  
Nos. 12, 19, 20, 23, 25, 32, 33, 35, 36, 55, 66, 71, 86, 97, 103, 105, 107 and 109.

Allow request for reconsideration on following items as indicated:

No. 9 - eliminate

No. 21 - eliminate

No. 77 - allow key answers 2 and 3

Adopt amended key.

4042-74 Request for reconsideration of Key protests for Class 7226 Carpenter Foreman.

Action: Adopt Staff Report. No. 91: Change staff recommendation from allow 1 and 2 to eliminate. No. 106: Allow 1 and 4.

IN-SERVICE ACTIVITIES: (Continued)

2024-74 LITIGATION: Moriarty and Maloney vs. City and County of San Francisco, Superior Court No. 656900.

Action: Advise City Attorney's Office not to appeal.



Item  
Number

4071-74 Amendment to Section 16.98 of the Administrative Code relative to residence requirements for applicants for employment.

Calendared at request of Legislative and Personnel Committee of Board of Supervisors.

Action: Over to Special Meeting, Thursday, January 24, 1974.





Commissioner

Absent:

Commissioner

Commissioner Chow preside

SAN FRANCISCO

CIVIL SERVICE COMMISSION

CALENDAR

*Acting Taken*

SPECIAL MEETING

January 24, 1974

ROOM 300

Auditorium

Department of Public Health  
101 Grove Street

3:00 P.M.

4071-74 Amendment to Section 16.98 of the San Francisco Code relative to residence requirements for applicants for employment.

Action: Adopt attached amended proposal and forward such to Board of Supervisors.

0025-74 Proposed amendments to Administrative Provisions of the Salary Standardization Ordinance for rates of pay pursuant to Section 3.401 of the Charter.

Action: See attached.



AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE BY AMENDING SECTION 16.98 THEREOF,  
REVISING RESIDENCE REQUIREMENTS FOR PERSONS MAKING APPLICATION FOR OFFICES AND  
EMPLOYMENTS IN THE CITY AND COUNTY SERVICE.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The San Francisco Administrative Code is hereby amended by

#4071-74

January 18, 1974

To: Civil Service Commission

Through: James F. Wurn, General Manager, Personnel

From: John de Soto, Division Manager, Personnel

SUBJECT: Amendment to Section 16.98 of the San Francisco Administrative  
Code relative to residence requirements for applicants for  
employment.

At the meeting of January 18, 1974, the Legislative and Personnel  
Committee of the Board of Supervisors requested that the Civil Service  
Commission review the following proposed legislation so that their  
opinion might be considered by the Board of Supervisors at the meeting  
of February 4, 1974.

Essentially, this legislation establishes a one year San Francisco  
residence requirement for applicants for employment, rather than the  
present "current" San Francisco residence requirement. The legislation  
is flexible and permits waiver or modification by the Personnel Depart-  
ment to meet requirement needs in hard-to-fill classifications.  
Additionally, the Police Officer and Firemen classifications are sub-  
jected to the same requirements as others. This is prospective, however,  
and will have no application until the next examinations in these  
classifications, which will not be announced for several years.

The proposed legislation is attached for your information.

Respectfully submitted,

John de Soto  
Division Manager, Personnel

APPROVED: James F. Wurn  
General Manager, Personnel

JdS:ms



AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE BY AMENDING SECTION 16.98 THEREOF, REVISING RESIDENCE REQUIREMENTS FOR PERSONS MAKING APPLICATION FOR OFFICES AND EMPLOYMENTS IN THE CITY AND COUNTY SERVICE.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The San Francisco Administrative Code is hereby amended by amending Section 16.98 thereof, to read as follows:

Sec. 16.98. Requirements for persons entering service.

Except as otherwise provided in the Charter, the residence requirements for applicants for appointment to offices and employments shall be as follows:

(a) Applicants for entrance positions in the uniformed forces of the Police and Fire Departments shall have been residents of San Francisco for the one year period immediately prior to the last date for receipt of applications.

(b) For all other offices and employments residence requirements shall be as follows:

(1) General provisions. Applicants for entrance positions must have been residents of San Francisco for the one year period immediately prior to the last date for receipt of applications, if the position is subject to civil service examination, or the date of application if the position is exempt from civil service examination. This requirement may be waived or modified to current residence in San Francisco if the Civil Service Commission or the General Manager, Personnel finds that such waiver or modification is necessary to attract a sufficient number of qualified applicants based on current or prior experience in recruitment. Such waiver or modification may also be made with respect to positions not subject to civil service examination upon application of the appointing officer to the Civil Service Commission or the General Manager, Personnel.

(2) Specially funded programs. The residence requirements for specially funded program applicants shall be subject to the approval of the General Manager, Personnel.

(3) Exceptions. San Francisco residence shall not be required for: promotional examinations; entrance examinations in those cases wherein the applicant is an employee of the city and county meeting legal residence requirements applicable to employees; positions outside of the city and county positions requiring a four-year college or university degree or professional registration or licensing in engineering, medicine, nursing, probation, or other field, except in those cases where the Civil



Service Commission or the General Manager, Personnel anticipates on the basis of past experience that a sufficient number of qualified applications will be received from residents of San Francisco; and those examinations for which the filing period must be extended beyond three weeks for the express purpose of recruiting a sufficient number of qualified applicants.





Standardization Ordinance for rules of pay pursuant to Section 8.401 of the Charter.

The Civil Service Commission took the following actions on sections of the Administrative Provisions as listed below:

SECTION I - UNIFORMS AND EQUIPMENT

REQUEST:

By CSA Local 400 for uniforms and equipment required in the performance of duties.

COMMENT:

The Civil Service Commission's survey does not indicate that this is the prevailing practice in other public jurisdictions in California; however, this will be the subject of further study by the Civil Service staff during the coming year.

Action: Deny request. Refer to staff for further study.

SECTION II (4) - NORMAL WORK SCHEDULES

REQUEST:

By CSA Local 400 for a seven-hour day with no reduction in compensation.

COMMENT:

The Civil Service Commission survey of private industry and other public jurisdictions does not indicate that this is the prevailing practice. Recommend that the request be denied.

Action: Deny request.

REQUEST:

By CSA Local 400 to define the work week and work day as a maximum of five days and a maximum of eight hours within nine.

COMMENT:

This request was presented to the staff by CSA Local 400 during the meetings on salary standardization, and it was agreed that the matter would be further reviewed. The staff now recommends that this request not be granted because it would be in violation of Charter Section 8.400, subsection (C) which requires that employees must receive pay only for hours actually worked.

Furthermore, under the current Administrative Provisions, any work in excess of eight hours per day must be paid under the overtime provisions and anything less than eight hours is defined as part-time employment. The staff will continue its study of the flexible work week concept as to prevailing practice and the problem of instituting adequate controls.

Action: Deny request. Refer to staff for further study and report.



REQUEST:

By Granville DeMerritt, Director of Classified Personnel and Employee Relations, S.F.U.S.D., to add a definition of intermittent work schedule.

COMMENT:

Recommend that no action be taken at this time pending further study by the Civil Service Staff. The definition of intermittent was deleted last year as unnecessary due to the amplification of the definition of "part-time."

Action: Defer for further study.

SECTION IV (A) COMPARISON DISTANCE PAY

REQUEST:

By CBA Local 400 to delete language specifying work locations, thus providing differential to all employees who qualify under terms of the definition.

COMMENT:

The work locations are an integral part of the definition and to delete the locations would nullify the need for the premium. Recommend that the request be denied.

Action: Defer for further study.

SECTION IV (B) - NIGHT TOUR OF DUTY

REQUEST:

By Granville DeMerritt, Director of Classified Personnel and Employee Relations, S.F.U.S.D., to clarify the definition of a night tour of duty.

RECOMMENDED LANGUAGE:

"A NIGHT TOUR OF DUTY IS ANY NIGHT HOURS OF WORK THAT BEGINS AFTER 2 P.M. OR PRIOR TO 6 A.M. AND WHICH IS COMPLETED WITHIN NOT MORE THAN NINE HOURS."

COMMENT:

This will clarify the present language in order to avoid any confusion as to when the premium is to be awarded. Recommend that the new language be adopted.

Action: Approve.

SECTION IV (3) - NIGHT TOUR OF DUTY

REQUEST:

From CBA Local 400 requesting a change in the definition of a night tour of duty to include any shift that begins after 1 p.m. rather than 2 p.m.

COMMENT:

The present language provides for a premium to be paid for any shift beginning after 2 p.m. and the language is considered sufficient to compensate employees who are required to work other than a normal tour of duty (also not prevailing practice). Recommend that the request be denied.

Action: Deny request.



SECTION IV (B) EXEMPTIONS (1)

RECOMMENDATION:

Delete paragraph (1) and renumber other paragraphs since class 7334 Stationary Engineer, Sewage Plant, is now compensated under Section 8.403 of the Charter.

Action: Approve.

SECTION IV (C) EMPLOYEES (1)

NEW LANGUAGE RECOMMENDED IS:

"EMPLOYEES IN CLASS 3264 RECREATION DIRECTOR AND 3267 ASSISTANT RECREATION SUPERVISOR, WHOSE SHIFT BEGINS ON OR AFTER 1 P.M., SHALL BE PAID AT 6 2/3% MORE THAN THE BASE BI-WEEKLY RATE."

COMMENT:

This will make the language comply with the new class titles.

Action: Approve. Staff to investigate.

SECTION IV (C) SHIFT WORK

RECOMMENDATION:

Delete third paragraph since class 7334 Stationary Engineer and 7372 Stationary Engineer, Sewage Plant, are now compensated under Section 8.403 of the Charter.

Action: Approve.

SECTION IV (E) - INTERPRETER-TRANSLATOR PAY

AMEND PRESENT LANGUAGE TO READ:

"ADDITIONAL COMPENSATION OF \$15 PER MONTH MAY BE GRANTED TO FULL-TIME PERMANENT OR TEMPORARY EMPLOYEES WHO ARE REQUIRED..."

Action: Approve.

SECTION IV (E)

REQUEST:

By CSA Local 400 to delete permissive language and make the granting of the premium mandatory. Also to increase the amount to \$25 bi-weekly.

COMMENT:

The permissive language gives the Civil Service Commission the authority to investigate and determine whether or not the additional compensation is justified. The increase to \$25 bi-weekly would mean an increase of more than \$35 per month and is not justified by any study of prevailing practices. Recommend that the request be denied.

Action: Deny request.

SECTION IV (F) - JURY INTERPRETING PAY

REQUEST:

For increase in jury pay on behalf of the employees of S.F. Port Commission.

COMMENT:

The current rate of pay is higher than is required in accordance with a survey made last year by the Civil Service Staff which indicated that the \$10 per hour rate was the common practice in the San Francisco Bay area for this type of work.

Action: Deny request.



SECTION IV (1) - SUPERVISORY DIFFERENTIAL ADJUSTMENT

REQUEST:

From Technical Engineers Local 91 to reinstitute the practice of granting supervisory employees adjustments in salaries in order that they should not receive less than the subordinate employees.

COMMENT:

This language was deleted by the Board of Supervisors during its deliberations on the 1973-74 Salary Standardization Ordinance and the Civil Service Commission does not at this time recommend that it be reintroduced.

Action: Deny request.

SECTION IV (I) - DATA PROCESSING PREMIUM

Recommend deletion of the entire section because this language is no longer necessary since there are no employees in this category at the present time.

Action: Approve.

SECTION IV - ADDITIONAL COMPENSATION

REQUEST:

By CSA Local 400 to include language relating to hazardous duty compensation at 10% of base salary.

COMMENT:

Similar language was included in the 1972-73 Salary Standardization Ordinance but was deleted by the Board of Supervisors from the 1973-74 Ordinance because it was felt that the inclusion of such language would be an improper admission by the City leading to potential litigation. Recommend that the request be denied.

Action: Deny request. Refer to staff for further study.

SECTION IV - ADDITIONAL COMPENSATION

REQUEST:

By Bay Area Joint Council of Service Employees that a new subdivision be added to provide minimum pay of three hours on each occasion when an employee is called back to work after the conclusion of his regular work day.

COMMENT:

This is not prevailing practice in other public jurisdictions. Recommend that the request be denied.

Action: Request City Attorney's opinion.





SECTION V (A) - OVERTIME-COMPENSATION

REQUEST:

By CSA Local 400 to provide overtime pay at the rate of one and one-half times the normal rate of pay for all time worked before or after an established work shift (day, night, or second, or third work shift) to a maximum of three hours; provide for double time for all hours worked in excess of eleven hours in one day for all hours in excess of 48 hours in any calendar or odd week.

COMMENT:

Such language is contained in some collective bargaining agreements but is not prevailing practice for miscellaneous employees. Recommend that the request be denied.

Action: Deny request. Refer to staff for further study.

SECTION V (A) - OVERTIME-COMPENSATION

REQUEST:

By CSA Local 400 to delete language "Under proper authorization" and "exclusive of part-time employees" in second sentence.

COMMENT:

Overtime should only be required in emergency situations and must only be performed under proper authorization. Part-time employees are defined as working less than 40 hours per week so would not work overtime by definition. Recommend that the request be denied.

Action: Deny request. Amend existing language to include approval of appointing officer or his designated representative.

SECTION V (A) - OVERTIME-COMPENSATION

REQUEST:

By CSA Local 400 to add language providing for time and one-half for all work performed on Saturday, double time for Sunday.

COMMENT:

Not prevailing practice. Lack of restrictive language would impose severe budgetary problems on seven-day-a-week operations. Recommend that the request be denied.

Action: Deny request.



SECTION V (E) - PREMIUM PAY AND WORK SCHEDULE FOR CLASSES BEARING DEFINED RELATIONSHIP  
TO CERTAIN PORTION OF CLOSE RELATIONSHIP OF EMPLOYEES, TRAINING AND

LANGUAGE TO BE AMENDED TO READ:

"Premium pay for overtime shift work and holiday work, and designation of holidays, holiday payments, health and welfare benefits, work schedules and cost of living adjustments for miscellaneous classifications, whose compensations are set under Section 8.401 of the Charter, shall be fixed in the Salary Standardization Ordinance. Section 8.405 as designated in Section 9 and Section 10 OF SAAT ORDINANCE FOR THE CLASSES TO WHICH THE MISCELLANEOUS CLASSIFICATION HAS A DEFINED RELATIONSHIP."

COMMENT:

Clarifies existing language.

Action: Approve.

SECTION VI - Holiday and Holiday Pay

RECOMMENDATION:

Delete the language which refers to celebration of Veteran's Day on the fourth Monday in October and add language in compliance with the State law celebrating Veterans's Day on November 11.

Action: Approve.

REQUEST:

By the CSA Local 4000, Social Services Employees Union 535 and Laborers' Local 261 to add additional holidays.

COMMENT:

In response to these requests and an inquiry from the Board of Supervisors Legislative and Personnel Committee dated February 27, 1979, the Civil Service staff notes that the growing practice in public jurisdictions and in private industry is that employees are being granted one or more floating (optional) holidays per year in order for the employee to observe particular religious or ethnic celebrations or memorializations. It is recommended that the Board be so informed.

Action: Amend provision to provide only one floating holiday.

SECTION VI (C) - HOLIDAYS FOR EMPLOYEES ON WORK SCHEDULES OTHER THAN MONDAY  
THROUGH FRIDAY

ADD A SENTENCE TO THE SECOND PARAGRAPH TO READ:

"SUCH HOLIDAY MUST BE TAKEN WITHIN ONE CALENDAR YEAR OF THE DATE OF THE HOLIDAY AND WITH THE PRIOR APPROVAL OF THE APPOINTING OFFICER."

COMMENT:

To facilitate the management of the department through mutual agreement of employer and employee

Action: Approve.



SECTION VI (C)

REQUEST:

by CSA-Local 400 to add the language "the designation of such additional days off shall be by mutual agreement of the employee and the appropriate supervisor."

COMMENT:

The language should be further qualified to indicate the approval of the appointing officer to prevent situations where essential services might be diminished. Recommend that the new language be adopted with the amendment "with the approval of the appointing officer."

Action: Approve.

SECTION VI (C)

REQUEST:

by CSA-Local 400 to add new language providing that all such employees shall be allowed at least one of the following holidays off, irrespective of his schedule, Thanksgiving, Christmas, January 1.

COMMENT:

This is a matter of scheduling and must be left to the discretion of the operating departments. This practice is gaining prevalence in other jurisdictions. Recommend that the request be studied by the staff and if feasible, an amendment will be proposed at a later date.

Action: Approve. Refer to staff for further study.

SECTION VI (E) - EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION

REQUEST:

By CSA-Local 400 to delete sub-paragraph E in its entirety.

COMMENT:

"Holiday only employees" should not receive holiday pay; part-time employees working less than five days a week are budgeted for a specific purpose and would not qualify for holiday pay; employees on leave status should not be paid for holidays when they may be on leave for an extended period of time. Recommend that this request be denied.

Action: Deny request.

SECTION VII (A) (1) - APPOINTMENT IN A HIGHER CLASS

LANGUAGE TO BE AMENDED TO READ:

... "DEEM TO BE PROMOTIVE BY THE CIVIL SERVICE COMMISSION SHALL HAVE HIS SALARY ADJUSTED TO THAT STEP IN THE PROMOTIVE CLASS WHICH REPRESENTS THAT STEP WHICH IS THE NEXT LOWEST SALARY RECEIVED IN THE CLASS FROM WHICH PROMOTED, OR THAT STEP WHICH IS EXCEEDING 75% OF THE PROPER STEP SINCE BE DETERMINED BY THE BUDGETARY COMMISSION. THE PROPER STEP SHALL NOT BE ABOVE THE MAXIMUM OF THE SALARY RANGE OF THE PROMOTION CLASS."



COMMENT:

This new language will resolve any inequities which have arisen due to the interpretation of the existing language as applied to the compensation schedules as adopted in 1973-74. Recommend that this language be adopted and be substituted for paragraphs (A) and (B).

REQUEST:

Delete last paragraph beginning "No further salary increments..."

COMMENT:

This language is not necessary as it is provided for in Section IX (A) 2.

Action: Approve.

SECTION VII (A) 1 (A)

REQUEST:

By CSA-Local 400 to provide a minimum increase of 7 1/2%.

COMMENT:

New language recommended above will grant this request.

Action: Approve.

SECTION VII (A) 2

REQUEST:

By CSA-Local 400 to provide full service credit for limited tenure or non-Civil Service status employees.

COMMENT:

Through the efforts of the Civil Service Commission the number of limited tenure appointments has been reduced dramatically. No further changes should be made to perpetuate this system. Recommend that the request be denied.

Action: Defer for further study.

SECTION VII (A) 4 - APPOINTMENT ABOVE ENTRANCE RATE

AMEND THE LANGUAGE OF THE FIRST SENTENCE TO READ:

"PERMANENT OR EXEMPT APPOINTMENTS MAY BE MADE AT ANY STEP ABOVE THE ENTRANCE STEP OF THE COMPENSATION SCHEDULE UPON DETERMINATION BY THE APPOINTING AUTHORITY THAT THE INDIVIDUAL POSSESSES SPECIAL QUALIFICATIONS SUBJECT TO REVIEW AND APPROVAL OF THE GENERAL MANAGER, PERSONNEL."

COMMENT:

This new language will clarify an error made in last year's Salary Standardization Ordinance which inserted the word "entrance" in this paragraph where it was not intended to be placed.

Action: Approve.

SECTION VII (A) 3. PROMOTIONAL APPOINTMENT

REQUEST:

By CSA-Local 400 to provide a minimum increase of 7 1/2%.





COMMENT:

The current paragraph protects an employee who receives an appointment that is non-promotive from suffering a reduction in salary. Since this is not a promotive situation, recommend that this request be denied.

Action: Approve.

SECTION VII (A) 4

REQUEST:

By CSA-Local 400 to grant temporary employees credit for seniority for the time worked in a temporary capacity toward salary increments.

COMMENT:

It has always been the intent of the Civil Service Commission to provide salary increments only for permanent employees. Such an amendment would grant temporary appointees rights which have been afforded only to those who have competed in a civil service examination and have received an appointment as a result of such examination. Recommend that this request be denied.

Action: Approve. Refer to staff for further study.

SECTION VII (B) 1 - COMPENSATION ADJUSTMENTS

ADD LANGUAGE SO THAT THE FIRST PARAGRAPH SHALL READ:

"When an employee is promoted to a higher classification during a prior fiscal year and receives a lesser salary than if promoted in the same class and from the same salary step during 1975-75, his salary shall be adjusted on July 1, 1974, to the rate he would have received had he been promoted in 1974-75."

COMMENT:

This amendment will clarify existing language to provide protection for employees who might suffer from a misinterpretation of the present language.

Action: Approve.

ADD A NEW PARAGRAPH TO THIS SECTION:

"When an employee is promoted under temporary certification to a higher classification during a prior fiscal year, and such temporary certification expires in the current fiscal year at the conclusion of the authorized time of the requisition, and such employee is immediately recertified without a break in service to a position in the same classification, such certification shall be in accordance with the provisions of this ordinance provided that the salary shall not be less than the same step in the salary schedule the employee received in the immediately prior temporary certification."

COMMENT:

This language was inadvertently omitted in the last Salary Standardization Ordinance when the Administrative Provisions were revised in their entirety as presented to the Board of Supervisors, the language should be included at this time to protect employees involved in this particular fact situation.

Action: Approve.

SECTION VII (C) 3

ADD THIS PARAGRAPH TO THE END:

"A permanent employee with an interruption of not more than 90 calendar days in employment, who has continued in a position in the same classification or in a position in



another classification deemed comparable by the Civil Service Commission under any type of appointment shall be paid a salary based on service under the prior appointment. If he is appointed to a position in any classification without an interruption of more than 90 calendar days of employment from an eligible list, his salary shall be based on the original date of appointment. The anniversary date for increments shall be calculated by the original date of appointment provided the employee meets the service requirements."

COMMENT:

A number of situations have occurred during the past year where a permanent employee has been separated from City service and re-employed within 30 days. This language will grant such permanent employees the same protection as previously enjoyed by limited tenure employees.

Action: Approve.

SECTION IX (A) 2.

Delete phrase "in each step" from this section and insert the word "required" before the word "service" in the last line.

COMMENT:

This amendment will bring this particular section in compliance with other sections of the Salary Standardization Ordinance that govern the awarding of the salary increments.

Action: Approve.

SECTION IX (A) 3

REQUEST:

By Granville DeMerritt, Director of Classified Personnel, SIUSD, to amend the last sentence of this section to provide that advancement to the third step shall become due and payable the next day following completion of service in the second step.

COMMENT:

This amendment will bring this section into compliance with other sections of the Salary Standardization Ordinance governing salary increments. Recommend that this request be approved.

Action: Approve.

SECTION IX - SENIORITY INCREMENTS

REQUEST:

By CSA-Local 400 to provide for seniority increments at six-month intervals throughout the range for all classifications.

COMMENT:

All classifications now advance from the first to second step after six months of permanent service. In addition, some 30 classifications now advance to the third, fourth, and fifth step at six-month intervals. Seniority increments are intended to compensate employees for experience on the job and the present plan which grants salary increases over the first three-and-one-half years is in keeping with prevailing practice. Recommend that the request be denied.

Action: Approve.



SECTION IX (B)

SIMILAR RECOMMENDATION

Change language to read: "The schedule of seniority increments as set forth at the end of Section IX is hereby made in part of the schedules of compensation."

Action: Approve.

SECTION X (A)

Add this section under Explanation to Symbols at the end of Schedules of Compensation, as this section explains symbols included in Schedules.

Action: Approve.

SECTION X (B)

Rename to Section X - SPECIAL PROCEDURES, and amend language as follows: "PROBLEMS OR QUESTIONS OF INTERPRETATION WHICH MAY ARISE IN CONNECTION WITH THE ADMINISTRATION OF THE PROVISIONS OF THIS ORDINANCE SHALL BE RESOLVED BY ACTION OF THE CIVIL SERVICE COMMISSION, IN ACCORDANCE WITH THE PURPOSES AND INTENT STATED."

COMMENT:

This will allow the Civil Service Commission to rule on the many questions of interpretation that are brought to the Civil Service staff.

Action: Approve.

SECTION X (A)

By CSA-Local 400 to eliminate the 1\* symbol.

COMMENT:

If this symbol were eliminated it would result in a 5% reduction in pay for all employees at the fifth step in those indicated classes. Recommend that this request be denied.

Action: Not properly before the Civil Service Commission.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

Commissioner Costello presided.

ROOM 282 - CITY HALL

SPECIAL MEETING - FEBRUARY 14, 1974

2:00 P.M.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATION:

5013-74 Margaret M. Iversen, 1444 Clerk Stenographer, Department of Social Services - 1-16-74.

Action: Approve.

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RESIGNATIONS:

5014-74 Chris J. Morris, S-102 Conductor 88/E-109, Public Utilities Commission (Municipal railway) - 12-11-73.

Action: Approve. Cancel any current examination and eligibility status. Must present proof of one year's satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service staff.

5015-74 Beverley J. Luce, 2903 Eligibility Worker, Department of Social Services - 12-31-73.

Action: Approve. Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service staff. Not to be again certified to Social Services.

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TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5382-73 John Ruff, 2594 Rehabilitation Program Worker III, Department of Public Health - 12-13-73.

January 7, 1974: Over to first meeting in February, 1974.

Action: Over to next meeting, February 15, 1974.





TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5016-74 Thomas N. Kilcoyne, 7312 Chauffeur, Assessor's Office - 1-8-74.

Action: Approve. Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside City service. Future application subject to review and approval by Civil Service staff. Not to be certified to positions in classifications requiring driving.

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TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance):

5017-74 Lillian Kimura, 2830 Public Health Nurse 2/E-69, Department of Public Health - 1-25-74.

Action: Over to first meeting in March.

5018-74 Pierce Mitchell, 2736 Porter 100/E-49, Department of Public Health (Laguna Honda Hospital) - 1-31-74.

Action: Approve. Return name to list not under waiver. Not to be certified to Laguna Honda Hospital.

TERMINATION OF TEMPORARY APPOINTMENT:

5019-74 John C. Chapple, 9210 Airport Policeman, Airports Commission - 1-15-74.

Action: Off Calendar.



CIVIL SERVICE COMMISSION OF SAN FRANCISCOREGULAR MEETING - FEBRUARY 4, 19744:00 P.M.

Calendar

A. Hines Taken

Item  
Number

DOCUMENTS

Mark 6

SAN FRANCISCO  
PUBLIC LIBRARYMinutes - Regular Meeting of January 21, 1974:

## Action:

1. CLASSIFICATION AND PAY:

1283-73 Survey of one vacant position in Class 5254 Associate Mechanical Engineer Hetch Hetchy Water and Power.

July 16, 1973: Off Calendar. Refer to staff.

Action: Adopt Staff Report. Reclassify one position in Class 5254 Associate Mechanical Engineer (7/1/73 - \$619-752 to Class 5256 Mechanical Engineer 7/1/73 - \$717-870); amend Section 755080 of the Annual Salary Ordinance accordingly.

1580-73 Reorganization of the Golf Division, Recreation and Park Department.

Action: Adopt Staff Report.

1. Adopt new classifications and allocate one position to each class with salaries as recommended by the department.
  - 1 - 3230 Golf Director - J,Z \$649-789
  - 1 - 3228 Assistant Director, Golf Course Operations - J,Z \$521-633
  - 1 - 3462 Assistant Director, Golf Course Maintenance - J,Z \$521-633
2. Abolish the following classifications and positions:
  - 1 - 3228 Golf Course Operations Supervisor (Sch. 30.3)
  - 1 - 3421 Head Greenskeeper (Sch. 35.5)
  - 1 - 3465 Golf Course Maintenance Supervisor (Sch. 39)
3. Abolish one vacant position in Class 3302 Vendor (Sch. 18.8).
4. Grant status to permanent incumbent in Class 3421 Head Greenskeeper to new Class 3462 Assistant Director, Golf Course Maintenance.
5. Amend Annual Salary Ordinance Sections 651010C, 651010D and 651039 to reflect these actions.

0008-74 Request by Port for classification survey of one position in Class 1460 Senior Legal Stenographer.

Action: Adopt Staff Report. Reallocate one position in Class 1460 Senior Legal Stenographer, Salary Schedule 27.3 (\$342-415) to 1450 Principal Stenographer, Salary Schedule 26.8 (\$334-405); amend Annual Salary Ordinance Section 775010 to reflect this action.

0049-74 Classification survey of four positions in Class 2744 Interior Window Cleaner located in the Public Health Hospitals.

Action: Adopt Staff Report.

1. Consolidate Class 2744 Interior Window Cleaner (Sch. 22.3, \$268-326) with Class 2736 Porter (Sch. 22.3, \$268-326).
2. Abolish Class 2744 Interior Window Cleaner.
3. Grant status to permanent incumbents in Class 2744 Interior Window Cleaner to Class 2736 Porter.
4. Amend Sections 555010, 555015, 557010, 557017 of the Annual Salary Ordinance to reflect this action.



CLASSIFICATION AND PAY: (Continued)

- 0052-74 Request by the Port of San Francisco to survey one position in Class 1458 Legal Stenographer.

Action: Reallocate one position in Class 1458 Legal Stenographer, Salary Schedule 24.8 (\$303-368) to 1460 Senior Legal Stenographer, Salary Schedule 27.3 (\$342-415); amend Annual Salary Ordinance Section 775010 to reflect this action only when the rights of the permanent incumbent will not be adversely affected.

- 0062-74 Survey of one 1240 Assistant Personnel Analyst position, San Francisco Unified School District.

Action: Reclassify one 1240 Assistant Personnel Analyst position, Salary Schedule 29 (\$371-450) to 1242 Personnel Analyst, Salary Schedule 33.5 (\$462-561); advise the District to amend its Annual Salary Resolution accordingly (Program Number 043140).

- 0063-74 Survey of one vacant position in Class 1654 Principal Accountant, San Francisco Unified School District.

Action: Reallocate one vacant position in Class 1654 Principal Accountant, Sal. Sched. 36.5 (\$535-649) to Class 1823 Sr. Administrative Analyst, Sal. Sched. 39.3 (\$613-744) in the Office of Budget and Planning; advise the District to amend its Annual Salary Resolution to reflect this change.

- 0064-74 Classification survey of two vacant positions, Registrar of Voters.

Action: Adopt Staff Report.

1. Reclassify vacant position in Class 1424 Clerk Typist (Sal. Sch. 22.3, \$268-326) to Class 1220 Payroll Clerk (Sal. Sch. 24.8, \$303-368).
2. Reclassify vacant position in Class B222 General Clerk (Sal. Sch. 22.8, \$274-334) to Class 1406 Senior Clerk (Sal. Sch. 24.8, (\$303-368).
3. Amend Annual Salary Ordinance Section 255010 accordingly.

2. IN-SERVICE ACTIVITIES:

- 2001-74 Proposed Charter Amendment (first draft) amending Section 8.578 relating to compensation of service to be credited to a member of the Fire Department.

Action: Off Calendar.

- 2002-74 Charter Amendment (first draft) amending Section 7702 to provide that City Offices shall be open on state-wide election days (681-73).

Action: Adopt Staff Report and forward to the Board of Supervisors.

- 2003-74 Proposed Charter Amendment, amending Sections 3.551 and 3.552 and adding Section 6.413 thereto relating to the establishment of an open space acquisition fund to implement the open space and recreation element of the City's master plan (File No. 668-73).

Action: Adopt Staff Report and forward to the Board of Supervisors.

- 2056-74 Request for additional compensation for bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance, Section IV(E).

Action: Adopt Staff Report; approve renewal requests for additional compensation for bilingual skills, effective July 1, 1973:

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Public Health	Vicki Blum	2930
" "	Joyce A. Hennessey	2930
" "	Eli Shul	2910



IN-SERVICE ACTIVITIES: (Continued)

- 2057-74 Request for additional compensation for bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance, Section IV(E).

Action: Adopt Staff Report; approve request for additional compensation for bilingual skills:

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Board of Supervisors	Ricardo M. Bowen	1835

In accordance with Ordinance No. 20471, applications for authorization to live outside of the City and County of San Francisco:

2050-74 Thomas F. Murphy, Jr., Q-35 Assistant Inspector, Police Dept.

Action: Approve. (Commissioner Chow abstains.)

2051-74 Roberto Salinas, Q-2 Policeman, Police Department.

Action: Over to next meeting, February 15, 1974.

2052-74 William M. Shaughnessy, H-30 Captain, Fire Department.

Action: Approve. (Commissioner Chow abstains.)

2053-74 George Joseph Tusch, 7388 Utility Plumber, Water Department.

Action: Approve. (Commissioner Chow abstains.)

3. MISCELLANEOUS:

- 3013-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorizations issued by Don Pistolesi (Room 52E)  
O.A. #'s 3948-4226

Action: Approve.

- 3014-74 Requests from departments to backdate requisitions and extensions:

P-8457	8207 Bldgs. & Grounds Patrolman	1-13-74	Public Works
T-30523	7524 Inst. Utility Man	1-17-74	" "
TX-30091	1652 Senior Accountant	1-29-74	Purchasing Dept.
T-30092	1632 Senior Account Clerk	1-30-74	" "
T-20236 Ext.	1430 Transcriber Typist	1-10-74	Social Services
T-19062 Ext.	1430 " "	1-10-74	" "
T-32582	7335 Sr. Stationary Engineer	12-29-73	Water Department

Action: Approve as recommended by committee.

4. RECRUITMENT AND EXAMINATIONS:

- 4000-74 Determination of eligibility for appointment of two eligibles for Health Worker positions.

January 7, 1974: Over to next meeting, January 21, 1974.

January 21, 1974: Over to next Regular Meeting, February 4, 1974.

Action: Over to next meeting, February 15, 1974.

- 4080-74 Appeal of staff's rejection of application for Class 1404 Clerk.

Action: Adopt Staff Report. Deny appeal. Needs one year's satisfactory work experience outside the City service.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

THIRD FLOOR AUDITORIUM

ROOM 300, 101 GROVE STREET

DEPARTMENT OF PUBLIC HEALTH

SPECIAL MEETING - FEBRUARY 15, 1974

2:30 P.M.:

Present:

Commissioner Chow  
Commissioner Tarantino

Absent:

Commissioner Costello

Commissioner Chow  
presided.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS :

5382-73 John Ruff, 2594 Rehabilitation Program Worker III, Department of Public Health - 12-13-73.

February 4, 1974: Over to meeting of February 15, 1974.

Action: Approve. No future employment with the City and County of San Francisco.

5020-74 Oscar R. Estrada, 8207 Building and Grounds Patrolman, Police Department - 1-29-74.

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Action: Off Calendar. Case to be reviewed after Court hearing.

TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance):

5021-74 Willie Campers, Jr., 2616 School Lunchroom Helper 7/E-59, Board of Education - 1-17-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service staff.

5022-74 Yee Y. Cheng, 2672 Assistant Housemother 8/E-6, Board of Education - 12-28-73.

Action: Remove name from eligibility list in this class only.



TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance) (continued)

5023-74 Gerald A. Lynch, 8215 Traffic Control Officer 3/E-3, Police Department - 1-28-74.

Action: Remove name from eligibility list.

5024-74 Marelou Daniels, 2320 Registered Nurse 12/E-296, Department of Public Health (San Francisco General Hospital) - 1-30-74.

Action: Return name to list not under waiver. Not to be appointed to positions in psychiatric ward.

5025-74 Ferdinand C. Jolby, 2654 Cook, Department of Public Health (San Francisco General Hospital) - 2-9-74.

Action: Return name to list not under waiver. Not to be again certified to San Francisco General Hospital.

5027-74 Walter C. Vortmann, 7334 Stationary Engineer 82/E-14, Recreation and Park Department - 1-30-74.

\*

Action: Return name to list not under waiver. Not to be certified again to Recreation and Park Department.

5026-74 Ines Lebin, 2344 Chief Surgery Nurse, Department of Public Health (San Francisco General Hospital) - 2-9-74.

Action: Over to next regular meeting, March 4, 1974.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCOREGULAR MEETING - FEBRUARY 16, 19742:30 P.M.

Absent:

Commissioner Costello

Commissioner Chow presided

Item  
NumberMinutes - Regular Meeting of February 4, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

1991-73 Survey of two positions in Class 1706 Telephone Operator, San Francisco General Hospital.

Action: Adopt Staff Report. Reclassify two vacant positions in Class 1706 Telephone Operator (Sal. Sch. 22.3, \$268-326) to Class 1708 Senior Telephone Operator (Sal. Sch. 23.3, \$281-342); amend Section 557010 of the Annual Salary Ordinance accordingly.

0011-74 Request to classify four new positions in the Paraprofessional Office, Program 043140, San Francisco Unified School District.

Action: Adopt amended report. Classify the following positions:

- 1 - 1202 Personnel Clerk (\$298-363)
- 2 - 1424 Clerk Typist (\$268-326)

Classification of one 1446 Senior Clerk Steno. - refer to staff for further study.

0052-74 Survey of one vacant position in Class 8204 Institutional Policeman, Department of Public Health.

Action: Adopt Staff Report.

1. Delete one position in Class 8204 Institutional Policeman (Sch. 28.3, \$359-435)
2. Add one position in Class 2305 Psychiatric Technician (Sch. 26.3, \$326-395)
3. Amend Sections 561011 and 567010 of the Annual Salary Ordinance accordingly

0059-74 Request of the Police Department for authorization of a Personal Services Contract.

Action: Adopt Staff Report. Authorize Personal Services Contract between Mr. Morris A. Shepard, Ph.D., Contractor, and Chief of Police Donald M. Scott.

0072-74 Consolidation of the functions of the Recorder and Registrar of Voters.

Action: Adopt Staff Report. Establish class of 1128 Registrar of Voters-Recorder (Sal. Sch. 46.5, JZ (\$870-1058); delete the vacant position of Class 1132 Registrar of Voters (Sal. Sch. 45.5 (\$829-1007); amend Annual Salary Ordinance Section 255010 accordingly, effective July 1, 1974.

0086-74 Preliminary report re establishment of new clerical classifications.

Action: Adopt Staff Report. Adopt the following new classifications and rates of pay:

1. 1494 Clerk I (Sal. Sch. 18.3, \$221-268)
2. 1495 Clerk II (Sal. Sch. 22.3, \$268-326)
3. 1496 Clerk III (Sal. Sch. 24.8, \$303-368)
4. 1497 Supervising Clerk I (Sal. Sch. 27.3, \$342-415)
5. 1498 Supervising Clerk II (Sal. Sch. 30.3, \$395-480)
6. 1499 Supervising Clerk III (Sal. sch. 33.3, \$457-555)

Amend Annual Salary Ordinance, effective July 1, 1974, to include these new classes.



CLASSIFICATION AND PAY: (Continued)

0100-74 Survey of monthly rates paid Policemen and Firemen in California Cities of at least 100,000 population.

Action: Adopt Staff Report; certify rates to Board of Supervisors.

0101-74 Classification of one new 1444 Clerk Stenographer (PT) position, Animal Control and Welfare Commission.

Action: Adopt Staff Report.

1. Classify one new position as 1444 Clerk Stenographer
2. Establish a new Salary Ordinance Section as follows:  
181011  
Board of Supervisors  
Animal Control and Welfare Commission
3. Amend Annual Salary Ordinance accordingly

2. IN-SERVICE ACTIVITIES:

In accordance with Ordinance No. 20471, applications for authorization to live outside of the City and County of San Francisco:

2051-74 Roberto Salinas, Q-2 Policeman, Police Department.

February 4, 1974: Over to next meeting.  
Action: Over to next Regular Meeting, March 4, 1974.

2094-74 John Gerard Fowlie, Q-2 Policeman, Police Department.

Action: Over to next Regular Meeting, March 4, 1974.

2095-74 John Taylor, S-104 Motorman, Municipal Railway.

Action: Over to next Regular Meeting, March 4, 1974.

2019-74 Charter Amendment, amending Section 3.510 relating to certain Civil Service positions (File No. 76-74-2).

Action: Over to Special Meeting.

2031-74 Charter Amendment, amending Section 8.300 relating to certain Civil Service positions (File No. 76-74-1).

Action: Over to Special Meeting.

2032-74 Charter Amendment, amending Section 3.510 relating to certain Civil Service positions (File No. 76-74-3).

Action: Over to Special Meeting.

2055-74 Charter Amendment, amending Section 2.203 relating to the method for appointment of the Clerk of the Board of Supervisors (File No. 133-74).

Action: Over to Special Meeting.

2066-74 Executive compensation study for the City and County of San Francisco.

Action: Adopt Staff Report and forward to the Board of Supervisors.

2067-74 Proposed amendment to Civil Service Rule 23, Sick Leave with Pay, Section 23.02, Definition of Sick Leave.

Action: Refer to staff for further study.





3. MISCELLANEOUS:

- 3025-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorizations issued by Don Pistolessi (Room 52E)  
O.A. #'s 4227-4423

Action: Approve.

- 3026-74 Requests from departments to backdate requisitions and extensions:

T-30577	Ext.	2942	Sr. Child Welfare Worker	1-1-74	Social Services
TX-30578	"	1424	Clerk Typist	1-1-74	" "
TX-30613	"	1424	" "	1-1-74	" "
TX-30610	"	1424	" "	1-1-74	" "
T-30606	"	1402	Junior Clerk	1-1-74	" "
T-30604	"	2914	Social Work Supervisor	1-1-74	" "
T-20515	"	1424	Clerk Typist	1-1-74	" "
T-32636		1630	Account Clerk	1-29-74	Water Department.

Action: Approve as recommended by committee.

4. RECRUITMENT AND EXAMINATIONS:

- 4000-74 Determination of eligibility for appointment of two eligibles for Health Worker positions.

January 7, 1974: Over to next meeting, January 21, 1974.

January 21, 1974: Over to next Regular Meeting, February 4, 1974.

February 4, 1974: Over to next meeting, February 15, 1974.

Action: Off calendar - refer to staff for further review.

- 4066-74 Appeal of staff's denial of Kenneth A. Pedersen's request that 5272 Assistant Landscape Architect be included as a next lower rank on the examination announcement for Class 3466 Assistant Superintendent Parks, Squares and Facilities.

Action: Over to next Regular Meeting, March 4, 1974. No further continuances.

- 4135-74 Removal of name from eligible list for 3410 Assistant Gardener.

Action: Adopt Staff Report. Remove Mr. Michael J. Cremin's name from the 3410 Assistant Gardener Eligible List Number E-6.

- 4090-74 Appeal of staff's denial of protests re terms of examination announcement for 3418 Gardener Sub-Foreman.

Action: Refer to staff for further study.

- 4098-74 Appeal of staff's denial of protests re terms of examination announcement for 1406 Senior Clerk.

Action: Over to next Regular Meeting, March 4, 1974.

- 4159-74 Special Report - Employment status of Fred Joseph Langlois, S-102 Conductor.

Action: Over to next Regular Meeting, March 4, 1974.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

Commissioner Costello  
presided.

SPECIAL MEETING  
HELD

FEBRUARY 21, 1974  
AND RECONVENED  
FEBRUARY 25, 1974

Item  
Number

0120-74 Report to Board of Supervisors on review and analysis of data transmitted to Civil Service Commission, and proposed amendments to schedule of compensations (Charter Sections 8.400 and 8.401).

Action: Adopt staff report and forward to Board of Supervisors. It was further ordered that a City Attorney's opinion be obtained with regard to the legality of providing a dental care plan for City employees under the Administrative Provisions of the Salary Standardization Ordinance.

Addendum

0120-74 Report of Board of Supervisors on review and analysis of data transmitted to Civil Service Commission, and proposed amendments to schedule of compensation (Charter Sections 8.400 and 8.401).

Action: Adopt staff report and forward to Board of Supervisors.

0128-74 Communication from Board of Supervisors concerning cost of living increase for fiscal year 1974-75.

Action: Approve amended reply and forward to Board of Supervisors.

2019-74 Charter amendment - amending Section 3.510 relating to certain Civil Service positions (File No. 76-74-2).

Action: Adopt staff report and forward to Board of Supervisors.

2031-74 Charter amendment - amending Section 8.300 relating to certain Civil Service positions (File No. 76-74-1).

Action: Adopt staff report and forward to Board of Supervisors.

2032-74 Charter amendment - amending Section 3.510 relating to certain Civil Service positions (File No. 76-74-3).

Action: Adopt staff report and forward to Board of Supervisors.

2055-74 Charter amendment - amending Section 2.203 relating to the method for appointment of the Clerk of the Board of Supervisors (File No. 133-74).

Action: Adopt staff report and forward to Board of Supervisors.



265  
#5  
3/4/74

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

Present:

SPECIAL MEETING - MARCH 4, 1974

Commissioner Costello  
Commissioner Tarantino

2:00 P.M.

Absent:

Commissioner Chow

Commissioner Costello

SEPARATIONS FROM SERVICE:

5028-74

AIRPORT POLICEMEN: (Airports Commission) (Category 9210) presided.

Stephen W. Baumann - entrance probationary appointment - 2-15-74. 46/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Gene J. Botterff - entrance probationary appointment - 2-4-74. 25/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Garry L. Bradford - entrance probationary appointment - 2-4-74.

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Wayne J. Burke - temporary appointment - 2-4-74.

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Ernest J. Easterday - entrance probationary appointment - 2-4-74. 70/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Christopher S. Gonzales - entrance probationary appointment - 2-4-74. 89/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

James U. Hodges - entrance probationary appointment - 2-4-74. 36/E-18

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

John J. Kelly - entrance probationary appointment - 2-4-74. 9/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

James A. McFaden - entrance probationary appointment - 2-4-74. 77/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Jack I. Prudhomme, Jr. - entrance probationary appointment - 2-4-74. 40/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Anthony K. Pulvirenti - entrance probationary appointment - 2-4-74. 85/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Johnnie G. Robinson - entrance probationary appointment - 2-4-74. 38/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Ricky K. Sakuda - entrance probationary appointment - 2-4-74. 2/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Edward R. Sarlatte - entrance probationary appointment - 2-4-74. 37/E-

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

William A. Saunders - entrance probationary appointment - 2-4-74. 73/E-

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.



AIRPORT POLICEMEN: (Airports Commission) (Category 9210) (continued)

John M. Shine - entrance probationary appointment - 2-4-74. 19/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County. E-8

Charles M. Simien - entrance probationary appointment - 2-4-74. V-12/

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County. E-8

Alvaro R. Solorzano - entrance probationary appointment - 2-4-74. V-5/

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Michael P. Stasko - entrance probationary appointment - 2-4-74. 72/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

Gregory B. Wyman - entrance probationary appointment - 2-4-74. 23/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

John V. Wyman - entrance probationary appointment - 2-4-74. 45.5/E-8

Action: Return name to list under waiver. Waiver not to be removed until deputized by Sheriff, San Mateo County.

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AUTOMATIC RESIGNATION:

5029-74 Loretta Davila, 2402 Laboratory Helper, Department of Public Health (San Francisco General Hospital) - 2-5-74. (11/E-3)

Action: Over to next meeting, March 18, 1974.

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TERMINATION OF LIMITED TENURE APPOINTMENT:

5030-74 Elias Sarsour, 2523 Medical Steward, (EEA), Department of Public Health - 2-22-74.

Action: Over to next meeting, March 18, 1974.

\*

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5017-74 Lillian Kimura, 2330 Public Health Nurse, Department of Public Health - 1-25-74. (2/E-69)

February 4, 1974: Over to first meeting in March.

Action: Approve.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance) (continued)

5031-74 Blesse Brown, 2726 Porter, Department of Public Health (San Francisco General Hospital) - 2-22-74. (96/E-49)

Action: Over to next meeting, March 18, 1974.

5032-74 Domingo Balinton, S-102 Conductor, Public Utilities Commission (Municipal Railway) - 1-18-74. (69/E-108)

Action: Return name to eligible list not under waiver.

5033-74 Stephen P. Schweitzer, S-102 Conductor, Public Utilities Commission (Municipal Railway) - 12-28-73. (176/E-109)

Action: Cancel any current examination and eligibility status. Must submit proof of six months' satisfactory work experience outside the City service. Not to be certified to Municipal Railway.

\*

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

5026-74 Ines Iebin, 2344 Chief Surgery Nurse, Department of Public Health (San Francisco General Hospital) - 2-9-74. (2/P-1)

February 15, 1974: Over to next meeting, March 4, 1974.

Action: Over to next meeting, March 18, 1974. No further continuances.

\*

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5034-74 Romeo Villanueva, 3598 School Aide III, Board of Education - 12-10-73.

Action: Return name to eligible list not under waiver.



TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5035-74 Charles Cash, 2736 Porter, Department of Public Health (San Francisco General Hospital) - 2-22-74. (18/50)

Action: Over to next meeting, March 18, 1974.

5036-74 Bennie Mozeke, 2302 Orderly, Department of Public Health (San Francisco General Hospital) - 1-17-74. (13/E-280)

Action: Over to next meeting, March 18, 1974.

\*



065  
#5  
3/4/74

Present:  
Commissioner Costello  
Commissioner Tanaka  
Absent:  
Commissioner Chow  
Commissioner Costello  
presided.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 4, 1974

4:00 P.M.

Calendar - Action Taken

Item  
Number

Minutes - Regular Meeting of February 15, 1974:

Action:

1. CLASSIFICATION AND PAY:

0043-73 Survey of one newly budgeted position, Zone III, Desegregation Office, S.F. Unified School District.

Action: Adopt Staff Report. Classify one new position as 1426 Senior Clerk Typist (\$295-359); advise the District to amend its Annual Salary Resolution accordingly (Program No. 021151).

0045-73 Survey of one newly budgeted position, Earthquake Improvement Program, S.F. Unified School District.

Action: Adopt Staff Report. Classify one 1446 Senior Clerk Stenographer position (\$303-368); advise the District to amend its Annual Salary Resolution accordingly (Program 046130).

1801-73 Survey of one newly budgeted position, Secondary Libraries, S.F. Unified School District.

Action: Adopt Staff Report. Classify subject position as 3616 Library Technical Assistant I (Sal. Sch. 25, \$306-371); advise the District to amend its Annual Salary Resolution accordingly (Program 022112).

0058-74 Survey of one newly budgeted position, Integration/Desegregation Division, S.F. Unified School District.

Action: Adopt Staff Report. Classify one 1424 Clerk Typist position (\$268-326); advise the District to amend its Annual Salary Resolution accordingly (Program 029303).

0117-74 Survey of one vacant, newly budgeted position in Class 1446 Senior Clerk Stenographer, S.F. Unified School District.

Action: Adopt Staff Report. Confirm classification of one position as budgeted in Class 1446 Senior Clerk Stenographer; advise the District to amend its Annual Salary Resolution, Program 021151, accordingly (remove asterisk).

0179-74 Survey of one vacant position in Class B512 General Clerk Typist, S.F. Unified School District (Sal. Sch. 23.3, \$281-342).

Action: Adopt Staff Report. Allocate subject position to Class 1404 Clerk (Sal. Sch. 22.3, \$268-326); advise S.F. Unified School District to amend its Annual Salary Resolution, Program 043140, accordingly.

2. IN-SERVICE ACTIVITIES:

2362-73 Appeal by Katherine Rosen of medical disqualification for permanent appointment in Class 1630 Account Clerk.

Action: Adopt Staff Report. Find medically qualified for permanent appointment in Class 1630 Account Clerk.



IN-SERVICE ACTIVITIES: (Continued)

In accordance with Ordinance No. 20471, applications for authorization to live outside of the City and County of San Francisco:

2051-74 Roberto Salinas, Q-2 Policeman, Police Department.

February 4, 1974: Over to next meeting.

February 15, 1974: Over to next Regular Meeting, March 4, 1974.

Action: Over to next meeting, March 18, 1974.

2094-74 John Gerard Fowlie, Q-2 Policeman, Police Department.

February 15, 1974: Over to next Regular Meeting, March 4, 1974.

Action: Approve.

2095-74 John Taylor, S-104 Motorman, Municipal Railway.

February 15, 1974: Over to next Regular Meeting, March 4, 1974.

Action: Approve.

2072-74 Appeal by Joan Thomas, 8214 Parking Controlman, of denial of extension of personal leave by the Police Department under the provisions of Civil Service Rule 22, Section 22.08.

Action: Adopt Staff Report. Grant appeal.

3. MISCELLANEOUS:

3033-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorizations issued by Don Pistolesi (Room 52E)

O.A. No's. 3076 - 3800

4424 - 4446

4501 - 4525

Action: Approve.

4. RECRUITMENT AND EXAMINATIONS:

4086-74 Appeal of staff's denial of Kenneth A. Pedersen's request that 5272 Assistant Landscape Architect be included as a next lower rank on the examination announcement for Class 3406 Assistant Superintendent Parks, Squares and Facilities.

February 15, 1974: Over to next Regular Meeting, March 4, 1974. No further continuances.

Action: Tie vote. Therefore, this item over to next meeting, March 18, 1974, with full Commission.

4090-74 Appeal of staff's denial of protests re terms of examination announcement for 3418 Gardener Sub-Foreman.

February 15, 1974: Refer to staff for further study.

on: 1. Grant Mr. Hutteringer's appeal. Allow possession of degree in Horticulture to be substituted for one year of the required two years' experience.

2. Adopt Staff Report. Deny appeal from employees in Class 3410 Assistant Gardener.

4098-74 Appeal of staff's denial of protests re terms of examination announcement for 1406 Senior Clerk.

February 15, 1974: Over to next Regular Meeting, March 4, 1974.

Action: Adopt Staff Report. Deny appeal.





RECRUITMENT AND EXAMINATIONS: (Continued)

- 4118-74 Status of eligibles on Lists E/295 - 2302 Orderly, E/100 - 2604 Food Service Workers, and E/1 - 1634 Principal Account Clerk (Hassler Hospital only).

Action: Over to next meeting, March 18, 1974.

- 4159-74 Special Report - Employment status of Fred Joseph Langlois, S-102 Conductor.

February 15, 1974: Over to next Regular Meeting, March 4, 1974.

Action: Adopt Staff Report. Remove from service and cancel all eligibility. Mr. Langlois must obtain approval of the General Manager, Personnel to participate in any future S.F. City and County examinations.

- 4233-74 Method of rating seniority in the examination ofr Q-80 Captain, Police Department.

Action: Adopt Staff Report.

- 4234-74 Disqualification of Robert Stack in the examination for Sheriff's Civil Process Assistant.

Action: Over to next meeting, March 18, 1974.

- 4251-74 H2 Fireman - Appeal from medical disqualification - Ronald Van Pool #38/E25.

Action: Over to next meeting, March 18, 1974.

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1/5.4  
Commissioners Costello  
Chow  
Tarantino  
Commissioner Costello presided.

DOCUMENTS

MAR 27 1974

SAN FRANCISCO  
PUBLIC LIBRARY

CIVIL SERVICE COMMISSION  
CITY AND COUNTY  
OF  
SAN FRANCISCO  
Room 3, City Hall

*Calc. done*  
*Ref. to file*

SPECIAL MEETING  
March 21, 1974

4251-74 Appeals of medical disqualification by the following candidates  
for Class H2 Fireman:

1. Ronald Van Pool
2. John Ronan

Action: Grant appeals. Find both candidates medically qualified.



Commissioner Costello  
presided.CIVIL SERVICE COMMISSION OF SAN FRANCISCOSPECIAL MEETING - MARCH 25, 19742:00 P.M.

DOCUMENTS

APR 5 1974

SAN FRANCISCO  
PUBLIC LIBRARYItem  
NumberMinutes - Regular Meeting of March 4, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

- 0005-73 Survey of one vacant position in Class 1714 Addressing Machine Operator (Salary Schedule 19.3, \$232-281), Fine Arts Museums of San Francisco.

Action: Adopt Staff Report. Reclassify subject position to Class 1422 Junior Clerk Typist (Salary Schedule 18.8, \$226-274); amend Annual Salary Ordinance Section 621010 accordingly.

- 1546-73 Amendment of Report #1546-73 adopted by the Civil Service Commission, July 16, 1973, (Request for classification of 23 new positions in the San Francisco Police Department).

Action: Adopt Staff Report. Amend Report #1546-73 and delete eight new Q2 Policemen positions; approve classification of other new positions as requested; amend Annual Salary Ordinance Section 161011 accordingly.

## Addendum

- 1881-73 Adoption of class specifications in the Radiologic Technologist series.

Action: Adopt Staff Report. Adopt class specifications for the following new, retitled and/or amended classifications:

- 2425 Radiologic Technologist I (Sal. Sch. 27.3, \$342-415)
- 2426 Radiologic Technologist II (Sal. Sch. 28.3, \$359-435)
- 2427 Radiologic Technologist III (Sal. Sch. 29.3, \$377-457)
- 2428 Supervising Radiologic Technologist I (Sal. Sch. 30.8, \$405-492)
- 2429 Supervising Radiologic Technologist II (Sal. Sch. 32.3, \$435-529)
- 2431 Chief Radiologic Technologist (Sal. Sch. 33.8, \$469-569)

- 1843-73 Request for reallocation of ten 1424 Clerk Typist positions, S.F. Police Department.

Action: Adopt Staff Report. Reallocate ten 1424 Clerk Typist (Sch. 22.3, \$268-326) positions to seven 8238 Police Communications Dispatcher positions (Sch. 29.3, \$377-457), S.F. Police Department; amend Section 161011 of the Annual Salary Ordinance accordingly.

- 1971-73 Request to survey one newly budgeted position, 1973-74, S.F. Unified School District, Secondary Libraries.

Action: Adopt Staff Report. Classify one 1426 Senior Clerk Typist (\$295-359); advise the District to amend its Annual Salary Resolution accordingly (Program 022112).

- 0038-74 Request to amend class specifications of Classes 8304 Deputy Sheriff and 8308 Sheriff's Sergeant.

Action: Adopt Staff Report. Amend class specifications of Classes 8304 Deputy Sheriff and 8308 Sheriff's Sergeant.

- 0073-74 Request to abolish Class 2847 Public Health Nursing Consultant, Department of Public Health.

Action: Adopt Staff Report. Abolish Class 2847 Public Health Nursing Consultant; no amendment of the Annual Salary Ordinance is necessary.



Item  
Number

CLASSIFICATION AND PAY: (Continued)

- 0115-74 Survey of one vacant position in Class 1450 Principal Clerk Stenographer, S.F. Unified School District (Sal. Sch. 26.8, \$334-405).  
Action: Adopt Staff Report. Reclassify subject position to Class 1446 Senior Clerk Stenographer (Sal. Sch. 24.8, \$303-368); advise S.F. Unified School District to amend its Annual Salary Resolution accordingly (Program 021330).
- 0136-74 Request for approval of three Personal Services Contracts, Department of Public Health, Community Mental Health Services.  
Action: Adopt Staff Report.  
1. Authorize extensions of contracts for Geoffrey Abrahams and David E. Levine, M.D., through August 31, 1974.  
2. Deny authorization for a Personal Services Contract with Ms. Rinna B. Flohr; advise Department that these duties are covered by Civil Service Class 2278 Assistant Director of Clinical Services II.
- 0141-74 Classification of one new position, Special Education Division, S.F. Unified School District.  
Action: Adopt Staff Report. Confirm classification as budgeted in Class 1424 Clerk Typist; advise the School District to amend its Annual Salary Resolution, Program 012213, accordingly (remove asterisk).
- 0142-74 Classification of one newly budgeted position in the Special Education Division, S.F. Unified School District.  
Action: Adopt Staff Report. Confirm classification as budgeted in Class 1424 Clerk Typist (School Term); advise the School District to amend its Annual Salary Resolution, Program 012213, accordingly (remove asterisk).

2. IN-SERVICE ACTIVITIES:

In accordance with Ordinance No. 20471, applications for authorization to live outside of the City and County of San Francisco:

- 2051-74 Roberto Salinas, Q-2 Policeman, Police Department.  
February 4, 1974: Over to next meeting.  
February 15, 1974: Over to next Regular Meeting, March 4, 1974.  
March 4, 1974: Over to next meeting.

Action: Approve. (Commissioner Chow abstains.)

- 2128-74 Michael E. Linebarger, S-102 Conductor, Municipal Railway.

Action: Approve. (Commissioner Chow abstains.)

- 2129-74 Frank Robin, 7345 Electrician, Public Works.

Action: Deny request.

- 2130-74 Harold Teitler, 8440 Probation Officer, Juvenile Court.

Action: Approve. (Commissioner Chow abstains.)

- 2058-74 Approval of amendments to rules governing sick leave for uniformed members of the Fire Department.

Action: Adopt Staff Report and forward to Board of Supervisors.





3. MISCELLANEOUS:

3040-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorizations issued by Don Pistolesi (Room 52E)  
O.A. No's. 3452-3459 4447-4471  
3500 4526-4575  
4276-4315 4601-4625

Action: Approve.

3041-74 Requests from departments to backdate requisitions.

T-30606 7334 Stationary Engineer, SP 2-6-74 Public Works  
T-30617 7373 Senior Stationary Engineer, SP 7-23-73 " "  
P-276 4142 Sr. Right of Way Agent 12-5-73 " "

Action: Approve.

4. RECRUITMENT AND EXAMINATIONS:

4086-74 Appeal of staff's denial of Kenneth A. Pedersen's request that 5272 Assistant Landscape Architect be included as a next lower rank on the examination announcement for Class 3466 Assistant Superintendent Parks, Squares and Facilities.

February 15, 1974: Over to next Regular Meeting, March 4, 1974. No further continuances.

March 4, 1974: Tie vote. Therefore, this item over to next full Commission meeting.

Action: Adopt Staff Report. Deny appeal.

4118-74 Status of eligibles on Lists E/295 - 2302 Orderly, E/100 - 2604 Food Service Workers, and E/1 - 1634 Principal Account Clerk (Hassler Hospital only).

March 4, 1974: Over to next meeting, March 18, 1974.

Action: Adopt Staff Report.

4234-74 Disqualification of Robert Stack in the examination for Sheriff's Civil Process Assistant.

March 4, 1974: Over to next meeting, March 18, 1974.

Action: Over to next meeting, April 1, 1974.

4261-74 Appeal of qualifications appraisal rating for Class 3292 Assistant Superintendent, Recreation.

Action: Adopt Staff Report. Deny appeal.

4275-74 Cancellation of announcement and eligible list P-2 for Classification 7353 Water Meter Repairman.

Action: Adopt Staff Report. Cancel the examination announcement and the resulting eligible list.

4289-74 Protests concerning Q80 Captain, Police Department, list.

Action: Adopt Staff Reports.

1. Deny protest re Veteran's Preference points reflected in the rank of Mario Amoroso.
2. Correct clerical errors and change ranks and/or scores of Stanley F. Cordes, Edmund J. Cassidy, and Matthew C. Duffy.
3. Adopt list as amended.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

Commissioner Costello  
presided.

ROOM 52 - CITY HALL

SPECIAL MEETING - MARCH 25, 1974

2:00 P.M.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5029-74 Loretta Davila, 2402 Laboratory Helper, 11/E-3, Department of Public Health (San Francisco General Hospital) - 2-5-74.

March 4, 1974: Over to next meeting.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.

5037-74 Edna H. Rogers, 2704 School Custodian 2/2, Board of Education - 12-31-73.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.

\*

RESIGNATIONS:

5038-74 Frank Boudewyns, 2302 Orderly 5/265, Department of Public Health (San Francisco General Hospital) - 1-14-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.

5039-74 Imogene Williams, 2320 Registered Nurse V-5/E-315, Department of Public Health (San Francisco General Hospital) - 1-31-74.

Action: Cancel any current examination and eligibility status. Must present proof of one year's satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.

\*



TERMINATION OF LIMITED TERM APPOINTMENT:

5030-74 Elias Sarsour, 2520 Medical Steward, Department of Public Health - 2-22-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff. Not to be certified to Department of Public Health.

\*

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5031-74 Blease Brown, 2736 Porter 96/E-49, Department of Public Health (San Francisco General Hospital) - 2-22-74.

March 4, 1974: Over to next meeting.

Action: Cancel any current examination and eligibility status. Must present proof of six months's satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.

5040-74 Eugene Rogers, S-102 Conductor V-36/E-110, Public Utilities Commission (Municipal Railway) - 2-3-74.

Action: Cancel any current examination and eligibility status. Must present proof of one year's satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.

5041-74 Calvin R. Smith, 2302 Orderly V-3/E-302, Department of Public Health (Laguna Honda Hospital) - 3-8-74.

Action: Return name to list not under waiver. Not to be certified to Laguna Honda Hospital.

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

5026-74 Ines Lebin, 2244 Chief Surgery Nurse 2/P-1, Department of Public Health (San Francisco General Hospital) - 2-9-74.

March 4, 1974: Over to next meeting.

Action: Approve termination. Return Ines Lebin to permanent position from which promoted.

\*



TERMINATIONS OF TEMPORARY APPOINTMENTS:

5035-74 Charles Cash, 2736 Porter, Department of Public Health (San Francisco General Hospital) - 2-22-74.

March 4, 1974: Over to next meeting.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.

5036-74 Bennie Mozeke, 2302 Orderly, Department of Public Health (San Francisco General Hospital) - 1-17-74.

March 4, 1974: Over to next meeting.

Action: Return name to list under waiver. Waiver not to be removed until doctor's certificate is presented.

5042-74 James Brewer, 3226 Golf Course Starter V-10/E-2, Recreation and Park Department - 2-19-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.

5043-74 Adell Henderson, 2736 Porter 130/49, Department of Public Health (San Francisco General Hospital) - 3-15-74.

Action: Return name to list under waiver. Waiver not to be removed until doctor's certificate is presented.





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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

Present:

SPECIAL MEETING - APRIL 1, 1974

Commissioner Costello  
Commissioner Tarantino

2:00 P.M.

Absent:

Commissioner Chow

SEPARATIONS FROM SERVICE:

Commissioner Costello presided.

AUTOMATIC RESIGNATIONS:

5044-74

Helen Yvonne Roy, 2340 Operating Room Nurse 60/84, Department of Public Health (S.F. General Hospital) - 1-2-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Further application subject to review and approval by Civil Service Commission staff.

5045-74

Robert I. Moulton, 7338 Lineman V4/E-3, Public Utilities Commission (Hetch Hetchy Water and Power) - 2-27-73.

Action: Approve. Future employment subject to medical clearance by Civil Service physician.

5046-74

Jewell E. Ruffin, 2714 Janitor 96/E-57, S.F. Port Commission (Operations) - 2-4-74.

Action: Return name to list not under waiver. Not to be certified to San Francisco Port Commission.

RESIGNATIONS:

5047-74

Ann Killebrew, 2830 Public Health Nurse 8/E-72, Department of Public Health (Community Mental Health Services) - 2-22-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject review and approval by Civil Service staff.

5048-74

Clarence H. Briggs, S104 Motorman 19/P-1, Public Utilities Commission (Municipal Railway) - 2-19-74.

Action: Cancel any current examination and eligibility status. Must present proof of one year's satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service Commission staff.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5049-74 Terrence McDevitt, 2714 Janitor 141/E-57, Recreation and Park Department - 3-15-74.

Action: Over to next meeting, April 15, 1974.

5050-74 Russell A. Robles, 2714 Janitor 6/E-31, Recreation and Park Department - 3-18-74.

Action: Over to next meeting, April 15, 1974.

5051-74 Arthur Castle, 8304 Deputy Sheriff (Male) 18.5/E-6, Sheriff - 3-15-74

Action: Over to next meeting, April 15, 1974.

5052-74 Johnny Velasquez, 8304 Deputy Sheriff (Male) V-24/E-6, Sheriff - 3-14-74.

Action: Over to next meeting, April 15, 1974.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5053-74 Charles E. Brown, 2736 Porter 39/E-50, Department of Public Health (S.F. General Hospital) - 3-6-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service staff.

5054-74 Willie J. Terry, 7514 General Laborer 58/P-1, Public Utilities Commission (Water Department, City Distribution Division) - 2-19-74.

Action: Approve termination. Return to permanent position.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

Commissioner Costello  
presided.

REGULAR MEETING - APRIL 1, 1974

4:00 P.M.

Item  
Number

Minutes - Special Meeting of March 25, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

1468-73 Classification of one new position (Budget 1973-74), Department of Public Health.

Action: Adopt Staff Report. Allocate one newly budgeted position of "Director of Laboratory" in the Department of Public Health to new class of 2492 Director, Public Health Laboratories (Schedule 41, J,Z \$666-809); amend Section 517010 of the Annual Salary Ordinance accordingly.

1516-73 Establishment of two classes in structural engineering and survey of two vacant positions of 5208 Civil Engineer in the Department of Public Works.

Action: Over to next meeting, April 15, 1974.

0210-74 Classification of one new position currently in Class 7410 Automotive Serviceman at the Central Shops of the Purchasing Department.

Action: Adopt Staff Report. Reallocate one currently vacant position in Class 7410 Automotive Serviceman (\$5.255 H) in the Purchasing Department to Class 1222 Senior Payroll and Personnel Clerk (Salary Schedule 26.8, \$334-405); amend Annual Salary Ordinance Sections 311030A and 311010B to reflect this action.

0221-74 Certification of wage schedules and working conditions for groups and crafts under the provisions of Section 8.403 of the Charter.

Action: Adopt Staff Report and forward to Board of Supervisors.

0231-74 Amendment to Salary Standardization Ordinance No. 329-73 - Municipal Railway Operators' Trust Fund contribution amount.

Action: Adopt Staff Report and forward to Board of Supervisors.

2. IN-SERVICE ACTIVITIES:

In accordance with Ordinance No. 20471, applications for authorization to live outside of the City and County of San Francisco:

2137-74 Bruce Hubley, 7347 Plumber, D.P.W., Building Repair.

Action: Approve.

2138-74 Fred J. Marota, 7355 Truck Driver, D.P.W., Street Cleaning.

Action: Approve.

2139-74 Gerald P. Richardson, 4330 Investment Specialist, Treasurer's Office

Action: Approve.



IN-SERVICE ACTIVITIES: (Continued)

- 2140-74 Appeal by John J. Woods of denial of Educational Leave.  
Action: Approve.
- 2141-74 Litigation re Vernali v. City and County of San Francisco, et al.,  
1 Civil 31749 (Superior Court No. 630-760).  
Action: Adopt Staff Report and forward to City Attorney's Office.

3. MISCELLANEOUS:

- 3044-74 From the heads of various departments requesting authorization to make  
non-civil service appointments.  
  
Oral authorizations issued by Don Pistolessi (Room 52E)  
O.A. No's 4472-4474 4576-4600  
4476-4500 4626-4650  
  
Action: Approve.
- 3045-74 Requests from departments to backdate requisitions.  
  
T-30194 1424 Clerk Typist 11-1-74 District Attorney  
T-30622 7372 Stationary Engineer, SP 3-16-74 Public Works  
  
Action: Approve.

4. RECRUITMENT AND EXAMINATIONS:

- 4234-74 Disqualification of Robert Stack in the examination for Sheriff's Civil  
Process Assistant.  
  
March 4, 1974: Over to next meeting, March 18, 1974.  
March 25, 1974: Over to next meeting, April 1, 1974.  
  
Action: Sustain disqualification.
- 4266-74 Appeal of staff's denial of Ann Bzik's protest of oral rating for  
Class 5266 Architectural Associate II - Entrance.  
  
Action: Over to next meeting, April 15, 1974.
- 4298-74 Appeal of staff's denial re protests on oral ratings for Class 6334  
Chief Building Inspector.  
  
Action: Over to next meeting, April 15, 1974.
- 4305-74 Appeal of staff's denial for participation in the 7422 Cribber  
examination.  
  
Action: Deny appeal.





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1/8/74

Commissioner Costello  
Commissioner Tarantino  
Absent:  
Commissioner Chow  
Commissioner Costello presided.

CIVIL SERVICE COMMISSION  
CITY AND COUNTY  
OF  
SAN FRANCISCO

Room 52, City Hall

*Calendar - John T. ...*

SPECIAL MEETING

April 8, 1974  
11:00 a.m.

2150-74 Proposed amendment to Civil Service Rule 23 - Sick Leave With Pay -  
Section 23.02 - Definition of Sick Leave.

Add new Sub-Section (g) as follows:

ABSENCE DUE TO PREGNANCY OR CONVALESCENCE PERIOD FOLLOWING  
CHILDBIRTH; PROVIDED THAT THE LENGTH OF THE LEAVE OF ABSENCE,  
INCLUDING THE DATE ON WHICH THE LEAVE SHALL COMMENCE AND THE  
DATE ON WHICH THE EMPLOYEE SHALL ASSUME DUTIES, SHALL BE  
DETERMINED BY THE EMPLOYEE AND THE EMPLOYEE'S PHYSICIAN.

Action: Post one week - to be adopted at next Regular Meeting.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - APRIL 15, 1974

2:00 P.M.

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SEPARATIONS FROM SERVICE:

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5049-74 Terrence McDevitt, 2714 Janitor 141/E-57, Recreation and Park  
Department - 3-15-74.

April 1, 1974: Over to next meeting, April 15, 1974.

Action: Approve.

5050-74 Russell A. Robles, 2714 Janitor 6/E-31, Recreation and Park  
Department - 3-18-74.

April 1, 1974: Over to next meeting, April 15, 1974.

Action: Return name to list under waiver. Waiver not to be  
removed until letter from Mr. Robles' physician is submitted  
and reviewed by the Civil Service physician.

5051-74 Arthur Castle, 8304 Deputy Sheriff (Male) 18.5/E-6, Sheriff - 3-15-74.

April 1, 1974: Over to next meeting, April 15, 1974.

Action: Return name to eligible list not under waiver.

5052-74 Johnny Velasquez, 8304 Deputy Sheriff (Male) V-24/E-6, Sheriff -  
3-14-74.

April 1, 1974: Over to next meeting, April 15, 1974.

Action: Return name to eligible list not under waiver.

5055-74 Rosemary Baumann, 1404 Clerk 141/E10, Public Utilities Commission,  
Municipal Railway - 3-21-74.

Action: Cancel any current examination and eligibility status.  
Must present proof of six months' satisfactory work experience  
outside the City service. Future application subject to review  
and approval by Civil Service staff.

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

5056-74 Olivette Rose, 1424 Clerk Typist 8/P-29, Recreation and Park  
Department - 3-22-74.

Action: Return name to list not under waiver. Not to be  
certified to Recreation Park Department.



TERMINATIONS OF TEMPORARY APPOINTMENTS:

5019-74 John C. Chapple, 9210 Airport Policeman, Airports Commission - 1-15-74.

February 4, 1974: Off calendar.

Action: Off calendar. Request Director, Airports Commission to make arrangements with Sheriff of San Mateo County to commence background investigation for determining whether or not Mr. Chapple would be deputized.

5057-74 Harold Logan, 2714 Janitor, Real Estate - 3-29-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval by Civil Service staff. Not to be certified to the Department of Real Estate.



REGULAR MEETING - APRIL 15, 1974

Commissioner Costello  
 Commissioner Chow  
 Commissioner Tarantino  
 Commissioner Costello  
 presided.

4:00 P.M.

DOCUMENTS

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Item  
 Number

Minutes - Regular Meeting of April 1, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

1516-73 Establishment of two classes in structural engineering and survey of two vacant positions of 5208 Civil Engineer in the Department of Public Works.

April 1, 1974: Over to next meeting, April 15, 1974.

Action: Under submission for further study. Commission will announce decision at later date.

Addendum

0011-74 Request to survey one new position in the Paraprofessional Office, S. F. Unified School District.

Action: Adopt Staff Report. Classify one 1444 Clerk Stenographer position (Salary Schedule 23.3, \$281-342); advise the District to amend its Annual Salary Resolution accordingly (Program 043140).

0119-74 Request to extend a Personal Services Contract between Judith Johnston and the Data Processing Division of the Controller's Office.

Action: Adopt Staff Report. Approve Personal Services Contract for Ms. Judith Johnston for the six-month period ending August 31, 1974. No further extensions allowed.

0151-74 Request of the Mayor's Criminal Justice Council for the extension of a Personal Services Contract.

Action: Adopt Staff Report. Approve Personal Services Contract between the Mayor's Criminal Justice Council and Richard G. Norton through August 31, 1974. No further extensions allowed.

0226-74 Request for approval of two Personal Services Contracts, Department of Public Health.

Action: Adopt Staff Report. Approve Personal Services Contracts for Ann Lodge and Neil W. Ross, Community Mental Health Services, Department of Public Health, through June 30, 1974.

2. IN-SERVICE ACTIVITIES:

2150-74 Proposed amendment to Civil Service Rule 23 - Sick Leave With Pay - Section 23.02 - Definition of Sick Leave.

April 8, 1974: Post for one week.

Action: Adopt amendment and forward to Board of Supervisors.





3. MISCELLANEOUS:

3049-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorizations issued by Don Pistolessi (Room 52E)  
O.A. No. 4651-4675, 4701-4724, 4826-4850

Action: Approve.

3050-74 Requests from departments to backdate requisitions:

P-407	7349 Steamfitter Sub-Foreman	11-1-73 Airports Commission
P-860	4261 Real Property Appraiser	3-20-74 Assessor's Office
P-859	4265 Sr. Real Property Appraiser	4-3-74 " "
T-30161	1424 Clerk Typist	2-11-74 City Attorney's Office
T-30112	3611 Library Assistant, EEA	3-16-74 Public Library
T-32692	5256 Mechanical Engineer	3-21-74 PUC, HHW&P

Action: Approve as recommended by committee.

4. RECRUITMENT AND EXAMINATIONS:

4266-74 Appeal of staff's denial of Ann Bzik's protest of oral rating for Class 5266 Architectural Associate II - Entrance.

April 1, 1974: Over to next meeting, April 15, 1974.

Action: Adopt Staff Report. Deny appeal.

4298-74 Appeal of staff's denial re protests on oral ratings for Class 6334 Chief Building Inspector.

April 1, 1974: Over to next meeting, April 15, 1974:

Action: Mr. Corenevsky's appeal taken under submission. Mr. Frankoni's appeal taken under submission. Decisions to be announced at later date. Mr. Sanguinetti's appeal is approved. Mr. Sanguinetti to be assigned passing score.

4321-74 Appeal of staff's denial re protests on oral ratings for Class 7281 Street Cleaning General Foreman.

Action: Adopt Staff Report. Deny appeals.

4345-74 Appeal of staff's denial of application due to background investigation for Class 8250 Fingerprint Classifier and Clerk.

Action: Over to meeting of May 20, 1974. Post eligible list. Hold one permanent requisition in abeyance until appeal resolved.

4356-74 Special Report re participation of Mr. John Earl Penn, Sr., in examination for Class 7306 Automotive Body and Fender Worker.

Action: Over to next meeting, May 6, 1974.



Item  
Number

CLASSIFICATION AND PAY: (Continued)

0217-74 Personal Services Contract submitted for authorization by the  
Controller's Office, Electronic Data Processing Division.

Action: Approve.

0259-74 Personal Services Contract submitted for authorization by the  
Mayor's Criminal Justice Council.

Action: Approve.



Present:  
Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

5/74

CIVIL SERVICE COMMISSION  
CITY AND COUNTY  
OF  
SAN FRANCISCO

Room 3, City Hall

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SPECIAL MEETING

April 25, 1974  
11:00 a.m.

0289-74 Administrative Provisions of the Annual Salary Ordinance for  
fiscal year 1974-75.

Action: Adopt Staff Report. Forward to Board of Supervisors.



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*Calendar*  
*Actions Taken*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

Present:

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SPECIAL MEETING - MAY 8, 1974

Commissioner Costello  
Commissioner Tarantino

2:00 P.M.

Absent:

SEPARATIONS FROM SERVICE:

Commissioner Chow

AUTOMATIC RESIGNATIONS:

Commissioner Costello  
presided.

5063-74

Shirlene K. Berkenpas, 2903 Eligibility Worker 177/E-2, Department of Social Services - 4-8-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval of Civil Service staff.

5064-74

Dennis P. Murphy, 5312 Instrument Man 2/P-2, Public Utilities Commission (Water Department) - 4-12-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval of Civil Service staff.

5065-74

Gale Strom, 2903 Eligibility Worker, Department of Social Services - 4-8-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside the City service. Future application subject to review and approval of Civil Service staff.

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RESIGNATIONS:

5066-74

Louisa L. Dutta, 2320 Registered Nurse 3/E-134, Department of Public Health - 3-19-74.

Action: Cancel any current examination and eligibility status.





RESIGNATIONS: (continued)

5067-74 Clarence Johnson, Jr., S-104 Motor Men 63/E-100, Public Utilities Commission (Municipal Railway) - 1-17-74.

Action: Cancel any current examination and eligibility status. Must present proof of one year's satisfactory work experience outside the City service. Future application subject to review and approval of Civil Service staff.

5068-74 Don M. Piere, 2736 Porter 49/E-49, Department of Public Health (Laguna Honda Hospital) - 3-22-74.

Action: Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside City service. Future application subject to review and approval of Civil Service staff. Not to be certified again to Department of Public Health.

\*

TERMINATION OF LIMITED TENURE APPOINTMENT:

5069-74 Leroi Thorn, 2506 Central Supply Room Aide, Department of Public Health (San Francisco General Hospital) - 4-26-74.

Action: Approve termination. Cancel any current examination and eligibility status. Must present proof of six months' satisfactory work experience outside City service. Future application subject to review and approval of Civil Service staff.

\*

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5070-74 Evelyn L. Cox, 2302 Orderly 9/E-287, Department of Public Health (Laguna Honda Hospital) - 4-12-74.

Action: Return name to list under waiver. Waiver not to be removed until medically cleared by Civil Service Commission physician. Advise Ms. Cox to discuss with Civil Service staff possibility of disability transfer.

\*

5071-74 Daniel Quirindongo, 9910 Public Service Trainee 10/E-4, Civil Service Department - 3-29-74.

Action: Approve.



TERMINATION OF PROBATIONARY APPOINTMENT (promotive):

5072-74      Loretta F. Gashman, 1410 Chief Clerk 17/P-4, Department of Public Works - 4-3-74.

Action: Over to next meeting. 4-2-74.

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Calendar  
Actions Taken

Commissioner Costello  
Commissioner Tarantino  
Absent:  
Commissioner Chow

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 6, 1974

Commissioner Costello  
presided.

4:00 P.M.

Item  
Number

Minutes - Regular Meeting of April 15, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

0010-74 Consolidation of Classes 2614 School Lunchroom Helper, Female, and 2616 School Lunchroom Helper, Male.

Action: Adopt amended Staff Report.

1. Establish Class 2615 School Lunchroom Helper (current hourly salary rates \$2.90-3.53); 7/1/74 \$3.16-3.62; 12/25/74 - \$3.21-3.67.
2. Abolish Classes 2614 School Lunchroom Helper, Female, and 2616 School Lunchroom Helper, Male.
3. Advise the District to amend its Annual Salary Resolution accordingly.
4. Status of current employees to continue in the consolidated class; existing eligible lists to be merged.
5. Advise the District to issue requisitions as necessary stating "heavy lifting required" without reference to "male only."

0124-74 Survey of one position, John O'Connell High School, S.F. Unified School District.

Action: Over to next meeting, May 20, 1974.

0126-74 Survey of one position in Class 3598 School Aide III - School Term (Sal. Sch. 24.5 \$298-363), S.F. Unified School District.

Action: Off Calendar for further study.

0131-74 Survey of two vacant positions in Class 8319 Night Group Supervisor located at the Hidden Valley Ranch facility of the Juvenile Court.

Action: Adopt Staff Report.

1. Reclassify two positions from Class 8319 Night Group Supervisor (Sal. Sch. 23, \$277BW337) to Class 8321 Counselor, Boys' Ranch School (Sal. Sch. 29.5, \$381BW462).
2. Abolish Class 8319 Night Group Supervisor.
3. Amend Annual Salary Ordinance Section 188010 accordingly.



CLASSIFICATION AND PAY: (Continued)

- 0215-74 Survey of one newly budgeted position, C.F. Unified School District.  
Action: Adopt Staff Report. Classify one position as a 2724 School Custodian, Male (\$281-342); advise the District to amend its Annual Salary Resolution accordingly.
- 0283-74 Classification of three positions in Class 1476 Senior Claims Process Clerk previously approved in a supplemental appropriation, Retirement System.  
Action: Adopt Staff Report. Classify three positions in Retirement System as 1476 Senior Claims Process Clerk; amend Annual Salary Ordinance Section 697011 by removing asterisks.
- 0287-74 Final classification action of one new position, Retirement System, Compensation Division.  
Action: Adopt Staff Report. Classify one position as an 8165 Assistant Compensation Claims Supervisor, Retirement System; remove asterisk from Section 697010 of the Annual Salary Ordinance.
- 0300-74 Requests for additional compensation for bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance Section IV(E).  
Action: Adopt amended Staff Report. Approve requests for additional compensation for bilingual skills for the following persons:

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Public Health	Mae B. Colin	1426
	Ann Ficher	2920
	Newman Lee	2903
Public Library	Suzanne Jay Lo	3630

Requests for additional compensation for bilingual skill from Human Rights Commission and Social Services were put over to next meeting, May 20, 1974.

2. IN-SERVICE ACTIVITIES:

- 2177-74 Appeal by Joan Thomas, 8214 Parking Controlman, of denial of extension of personal leave by the Police Department under the provisions of Civil Service Rule 22, Section 22.08.  
Action: Adopt Staff Report. Approve extension of personal leave to January 1, 1975.
- 2203-74 Resolution of commendation for Joseph J. Allen, Managing Director, War Memorial, upon his retirement.  
Action: Approve.
- In accordance with Ordinance No. 20471, applications for authorization to live outside of the City and County of San Francisco.
- 2129-74 Frank Robin, 7345 Electrician, Public Works.  
March 25, 1974: Deny request.  
Action: Approve.
- 2207-74 Raymond T. Burke, 7530 Street Cleaner, Public Works.  
Action: Approve.





IN-SERVICE ACTIVITIES: (Continued)

2208-74 Julian S. Castro, 7379 Electrical Transit Mechanic, PUC,  
Municipal Railway.

Action: Approve.

2209-74 George J. Ripoll, Q2 Policeman, S.F. Police Department.

Action: Approve.

3. MISCELLANEOUS:

3057-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorizations issued by Don Pistolesi (Room 52E)

O.A. No's	4316-4329	4725-4774
	4851-4950	5001-5025

Action: Approve.

3058-74 Requests from departments to backdate requisitions and extension:

P-352	1426	Sr. Clerk Typist	1-22-74	Adult Probation Dept.
P-3128	5366	Eng. Associate II	12-5-73	PUC, HHW&P
P-3127	5366	" " II	12-5-73	PUC, SFW
T-32520 Ext.	5138	Super. of Operations	2-5-74	PUC, HHW&P
T-32685	5268	Architect	4-19-74	PUC, SFW
T-32707	7514	General Laborer	4-16-74	" "
T-32711	7360	Pipe Welder	4-16-74	" "
P-1078	1652	Sr. Accountant	4-11-74	Purchasing Department

Action: Approve as recommended by committee.

4. RECRUITMENT AND EXAMINATIONS:

4356-74 Special Report re participation of Mr. John Earl Penn, Sr., in examination for Class 7306 Automotive Body and Fender Worker.

April 15, 1974: Over to next meeting, May 6, 1974.

Action: Adopt Staff Report. Disqualify Mr. Penn in the current examination for Automotive Body and Fender Worker. Must present proof of one year's satisfactory work experience outside the City service. Future application subject to approval of the General Manager, Personnel.

4385-74 Appeal of staff's denial to establish "deep freeze" list for 6230 Street Inspector.

Action: Adopt Staff Report. Deny appeal.

4394-74 Appeal of staff's denial of protest of Automotive Body and Fender Worker examination.

Action: Under submission. Decision to be announced at later date.

4414-74 Appeal of staff's denial of Key protests in promotive examination for Class 7204 Chief District Water Serviceman.

Action: Adopt Staff Report. Allow appeal: Eliminate Question #53.

4422-74 Appeal of staff's denial of Key protests in promotive examination for Classes 4224 Principal Personal Property Auditor and 4226 Chief Personal Property Auditor.

Action: Adopt Staff Report. Deny appeals of Mr. Shea and Mr. Chu and adopt Key as amended by staff.



Item  
Number

RECRUITMENT AND EXAMINATIONS: (Continued)

4443-74 Appeal of staff's denial of protests on the terms of the examination announcements for Classes 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.

Action: Over to next meeting, May 20, 1974.

4450-74 Appeal of staff's denial re Background Investigation rejection for Class 8304 Deputy Sheriff.

Action: Adopt Staff Report. Deny appeal.

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1516-73 Establishment of two new classes in structural engineering and survey of two new classes in structural engineering and survey of two vacant positions of 5208 Civil Engineer in the Department of Public Works.

Action: April 25, 1974: Under submission. Decision to be announced at later date.

It was the two to one decision of the Commission to adopt the Staff Report.



MAY 29 1974

Present:SAN FRANCISCO  
PUBLIC LIBRARY

## CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

Commissioner Chow

Commissioner Tarantino

SPECIAL MEETING - MAY 20, 19742:00 P.M.Absent:

Commissioner Costello

SEPARATIONS FROM SERVICE:Commissioner Chow presided.RESIGNATIONS:

5073-74 Albert Alarcon, 2714 Janitor 6/E-39, Department of Public Works - 4-30-74.

Action: Approve. Cancel any current examination and eligibility status. Future application subject to review and approval by Civil Service staff, after presentation of proof of six months' satisfactory work experience outside the City service.

5074-74 John N. Donaldson, 3-104 Motorman 307/E-107, Public Utilities Commission (Municipal Railway) - 4-18-74.

Action: Approve. Cancel any current examination and eligibility status. Future application subject to review and approval by Civil Service staff, after presentation of proof of six months' satisfactory work experience outside the City service.

5075-74 Judith Lazaneo, 2910 Social Worker 48/E-111, Department of Public Health - 3-16-74.

Action: Over to meeting of June 3, 1974.

5076-74 Sherman W. Odom, 1404 Clerk V-63/E-10, Department of Public Health (San Francisco General Hospital) - 4-10-74.

Action: Over to meeting of June 3, 1974.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5077-74 James Crumety, 2305 Psychiatric Technician, Department of Public Health - 5-14-74.

Action: Over to meeting of June 3, 1974.

5078-74 John R. Violette, 8202 Watchman, Public Utilities Commission (Municipal Railway) - 5-7-74.

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Action: Approve. Cancel any current examination and eligibility status. Future application subject to review and approval by Civil Service staff, after presentation of proof of six months' satisfactory work experience outside the City service.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5079-74 William D. Carter, 9210 Airport Policeman 45/E-8, Airports Commission - 4-26-74.

Action: Over to meeting of June 3, 1974.

5080-74 Willie Foster, 2714 Janitor 64/E-57, Juvenile Court - 4-22-74.

Action: Cancel any current examination and eligibility status. Future application subject to review and approval by Civil Service staff, after presentation of proof of six months' satisfactory work experience outside the City service.

5081-74 Guy L. Gardner, 2736 Porter 106/E-49, Department of Public Health (San Francisco General Hospital) - 5-17-74.

Action: Over to meeting of June 3, 1974.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5082-74 Joseph Jones, 2736 Porter 99/E-19, Department of Public Health (San Francisco General Hospital) - 4-21-74.

Action: Over to meeting of June 3, 1974.

5083-74 Pacifico V. Norona, 1446 Senior Clerk Stenographer 41/E-82, Department of Public Health - 5-10-74.

Action: Over to meeting of June 3, 1974.

5084-74 Clarence Thomas, 2736 Porter 124/E-49, Department of Public Health (San Francisco General Hospital) - 5-17-74.

Action: Over to meeting of June 3, 1974.

5085-74 Megan Vorhaus, 2320 Registered Nurse 50/E-315, Department of Public Health (San Francisco General Hospital) - 4-15-74.

Action: Over to meeting of June 3, 1974.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5072-74 Loretta F. Cashman, 1410 Chief Clerk 17/P-4, Department of Public Works - 4-3-74.

May 6, 1974: Over to meeting of May 20, 1974.

Action: Off Calendar.



SUPPLEMENTAL

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5086-74 William G. Schwent, 8320 Counselor 39/E-16, Juvenile Court - 3-5-74.

Action: Over to meeting of June 3, 1974.

5087-74 Ronald W. Gregoire, 8142 Public Defender's Investigator V-1/E-3,  
Public Defender's Office - 4-30-74.

\*

Action: Return name to list as per waiver of appointment until  
waiver lifted by General Manager, Personnel.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 20, 1974

Commissioner Chow  
presided.

4:00 P.M.

DOCUMENTS

MAY 29 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Item  
Number

Minutes - Regular Meeting of May 6, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

0124-74 Survey of one position, John O'Connell High School, S.F. Unified School District.

May 6, 1974: Over to next meeting, May 20, 1974.

Action: Adopt Staff Report. Classify one 1650 Accountant position. (Sal. Sch. 28.5, \$363-440), Program Number 014520; delete one 1424 Clerk Typist position (Sal. Sch. 22.3, \$268-326); advise the District to amend its Annual Salary Resolution accordingly.

1892-73 Survey of Class 3406 Agricultural Land Use Aide, S.F. Water Department.

Action: Adopt Staff Report. Retitle subject classification to 3406 Land Use Aide; amend Class specification; amend Annual Salary Ordinance Section 745010E accordingly.

Addendum

1958-73 Request for survey of one vacant 1450 Principal Clerk Stenographer position, Human Rights Commission.

Action: Adopt Staff Report.

1. Rescind action of November 19, 1973 reallocating one vacant 1450 Principal Clerk Steno (Sch. 26.8) to 1634 Prin. Account Clerk (Sch. 28.8).
2. Reallocate vacant position to Class 1842 Management Assistant (Sch. 32.3).
3. Amend Section 147010 of the Annual Salary Ordinance to reflect this reallocation.

0126-74 Survey of one position in Class 3598 School Aide III - School Term (Sal. Sch. 24.5 \$298-363), S.F. Unified School District.

May 6, 1974: Off Calendar for further study.

Action: Adopt Staff Report.

1. Adopt new classification 3539 Multi-Media Technician (Sal. Sch. 30.8, J \$405-492); 7-1-74 \$426-513; 12-25-74 \$430-517.
2. Allocate one position in Class 3598 School Aide III to the new classification.
3. Advise the School District to amend its Annual Salary Resolution accordingly (Program 014228).

0276-74 Request to reallocate one vacant position of 450 Director of Bureau of Special Services position to Class Q80 Captain, S.F. Police Department.

Action: Adopt Staff Report. Reallocate one 450 Director of Bureau of Special Services position to Q80 Captain and amend Section 161010 of the Annual Salary Ordinance accordingly.



CLASSIFICATION AND PAY: (Continued)

0288-74 Final classification of one ("Maintenance Estimator and Scheduler"),  
Airports Commission.

Action: Adopt Staff Report.

1. Amend title and examples of duties of Class 7219 School Maintenance Estimator and Scheduler (Sal. Sch. 37, \$568-687, eff. 7-1-74; \$572-691, eff. 12-25-74).
2. Allocate one new position at Airport to Class 7219 Maintenance Estimator and Scheduler.
3. Amend Annual Salary Ordinance Section 725010F accordingly.
4. Advise School District to amend Annual Salary Resolution accordingly.
5. Grant status to incumbents and eligibles.

0296-74 Survey of one position in Class 1410 Chief Clerk, Executive Division,  
S.F. Water Department.

Action: Adopt Staff Report. Reallocate subject position to Class 1218 Payroll Supervisor; amend Annual Salary Ordinance Section 745010A to reflect this action when this can be done without adversely affecting incumbent.

0297-74 Personal Services Contract between the Human Rights Commission and  
Mrs. Joan S. Barr.

Action: Adopt Staff Report. Authorize Personal Services Contract between the Human Rights Commission and Mrs. Joan S. Barr for a period of one year.

Addendum  
0300-74

Request for additional compensation for bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance Section IV(E).

Action: Adopt Staff Report. Approve requests for additional compensation for bilingual skills for the following persons:

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Human Rights Commission	Melanie Jenkins	2997
	Jesse Martinez	2995
Social Services	Clara Chun	2912
	Ludwig J. Herrman	2903
	Bonnie Newsome	2903
	Myrna Yee	2903

0301-74 Reallocation of two positions in the Public Utilities Commission, Water  
Department.

Action: Adopt Staff Report.

1. Reallocate two positions in Class 5310 Surveyor's Field Assistant (\$7.16H), S.F. Water Dept., to Class 1829 Operations Analyst (Sal. Sch. 32.8, \$446-542).
2. Amend Annual Salary Ordinance Sections 745030K (delete) and 745010A (add), accordingly.

0302-74 Survey of one vacant position in Class 1844 Senior Management Assistant,  
Executive Division, S.F. Water Department.

Action: Adopt Staff Report. Reallocate subject position to Class 1654 Principal Accountant (Sal. Sch. 36.5); amend Annual Salary Ordinance Sections 745010A and 745010B accordingly.

0325-74 Four new requests for additional compensation for bilingual skill in  
accordance with the provisions of the 1973-74 Salary Standardization  
Ordinance Section IV(E).

Action: Adopt Staff Report. Approve requests for additional compensation for bilingual skills for the following persons:

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Board of Education	Sylvia Lowe	3595
Public Health	Angeline Castillo	1424
	Hugo Del Bosque	2235
	Barbara Leicht	2566





CLASSIFICATION AND PAY: (Continued)

- 0330-74 Survey of positions in the Manpower Planning Unit, Office of the Mayor; Establishment of new series of classes.

Action: Adopt Staff Report.

1. Establish the following new classifications with positions allocated as follows:

- 4 - 9702 Manpower Specialist I (Salary Schedule 29)
- 3 - 9704 Manpower Specialist II (Salary Schedule 33.5)
- 5 - 9706 Manpower Specialist III (Salary Schedule 37)
- 2 - 9708 Manpower Specialist IV (Salary Schedule 40.5)

2. Abolish the following existing classifications and positions:

- 1 - 9701 Manpower Planner I
- 1 - 9703 Manpower Planner II
- 1 - 9705 Manpower Planning Coordinator

3. Amend Annual Salary Ordinance Section 151080 to reflect these actions.

- 0336-74 Amendment of 1973-74 Annual Salary Ordinance to provide compensation schedules for Municipal Railway promotional classes in accordance with the provisions of the Salary Standardization Ordinance (1973-74) Charter Sections 8.400 and 8.401.

Action: Adopt Staff Report and forward to Board of Supervisors for amendment to Annual Salary Ordinance.

- 0338-74 Classification survey of positions in the Admitting Section of S.F. General Hospital, Department of Public Health.

Action: Adopt Staff Report.

1. Establish New Classes 2908 Hospital Eligibility Worker (Sal. Sch. 28.3) and 2909 Hospital Eligibility Supervisor (Sal. Sch. 34).
2. Reallocate certain designated vacant positions to the new classes as detailed in the Staff Report; and amend the Annual Salary Ordinance accordingly.

- 0343-74 Request of the Director, Systems and Data Processing, for authorization of a Personal Services Contract with Michael Taylor.

Action: Authorize renewal of Personal Services Contract for Michael Taylor, Controller, EDP, for a period of one year.

2. IN-SERVICE ACTIVITIES:

- 2206-74 Proposed amendment to rule governing sick leave for uniformed members of the Fire Department.

Action: Approve and forward to the Board of Supervisors.

In accordance with Ordinance No. 20471, applications for authorization to live outside of the City and County of San Francisco.

- 2226-74 Gary S. Barisone, Q2 Policeman, Police Department.

Action: Approve.

- 2227-74 Gerald J. Connors, Jr., 1840 Jr. Management Assistant, City Planning.

Action: Approve.

- 2228-74 David B. Mayer, Q50 Sergeant, Police Department.

Action: Approve.

- 2231-74 Clyde A. Halverson, 7348 Steamfitter, Public Works

Action: Approve.



Item  
Number

3. MISCELLANEOUS:

3064-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers:

4775-4845, 4951-5000, 5026-5100

Action: Approve.

3065-74 Requests from departments to backdate requisitions and extension:

T-32694 1426 Sr. Clerk Typist 4-19-74 Water Department

T-32734 1468 Water Services Clerk 4-22-74 " "

T-30742 1424 Clerk Typist 5-1-74 Public Works

T-20327 Ext. 4140 Right of Way Agent 3-1-74 Real Estate

Action: Approve as recommended by committee.

4. RECRUITMENT AND EXAMINATIONS:

4345-74 Appeal of staff's denial of application due to background investigation for Class 8250 Fingerprint Classifier and Clerk.

April 15, 1974: Over to meeting of May 20, 1974. Post eligible list.  
Hold one permanent requisition in abeyance until  
appeal resolved.

Action: Over to Meeting of June 3, 1974.

4443-74 Appeal of staff's denial of protests on the terms of the examination announcements for Classes 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.

May 6, 1974: Over to next meeting, May 20, 1974.

Action: Over to Meeting of June 3, 1974.

4460-74 Request that the 1459 Legislative Secretary examination be held for the one qualified applicant.

Action: Adopt Staff Report and forward request to Board of Supervisors.

4529-74 Appeal of staff's denial re background investigation rejection for Class 8304 Deputy Sheriff.

Action: Deny Staff Report.  
Find Donald L. Peters qualified.



Item  
Number

IN-SERVICE ACTIVITIES: (Continued)

In accordance with Ordinance No, 20471, application for authorization to live outside of the City and County of San Francisco.

2239-74 William C. Parenti, 0385 Assistant Inspector, Police Department.

Action: Approve.

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4394-74 Appeal of staff's denial of protest of Automotive Body and Fender Worker examination.

May 6, 1974: Under submission. Decision to be announced at a later date.

Decision: Adopt Staff Report.  
Deny protest.



6/21/74  
C65  
75  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JUNE 3, 1974

2:00 P.M.

6000-12115

11. 1  
PUBLIC LIBRARY

Present: Commissioner Chow  
Commissioner Tarantino  
Excused: Commissioner Costello  
Presided: Commissioner Chow

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5088-74 Houston Brown, 2724 School Custodian 23/E-49, Board of Education - 5-7-74.

Action: Over to meeting of June 17.

5089-74 Detroit Benson, 2714 Janitor 1/16, War Memorial - 5-2-74.

Action: Approve. Eligible for reinstatement when medically cleared by Civil Service Commission examining physician. Not to be certified again to War Memorial.

RESIGNATIONS:

5095-74 Gregory Miller, 1424 Clerk Typist 230/E-174, Civil Service Commission, Examining - 5-22-74.

Action: Approve. Return name to list not under waiver. Not to be certified to either Civil Service Commission or Adult Probation again.

5075-74 Judith Lazaneo, 2910 Social Worker 48/E-111, Department of Public Health - 3-16-74.

May 20, 1974: Over to meeting of June 3, 1974.

Action: Approve. Cancel any current examination and eligibility status. Future applications subject to review and approval by Civil Service staff after presentation of proof of six months' satisfactory work experience outside the City service.





RESIGNATIONS: (continued)

5076-74 Sherman W. Odom, 1404 Clerk V-63/E-10, Department of Public Health (San Francisco General Hospital) - 4-10-74.

May 20, 1974: Over to meeting of June 3, 1974.

Action: Approve. Return name to list under waiver of appointment until medically cleared by Civil Service Commission examining physician. Not to be certified to Department of Public Health again.

5090-74 Hollywood (Henry) Hampton, S-102 Conductor 78/E-93, Public Utilities Commission (Municipal Railway) - 5-8-74.

Action: Approve. Cancel any current examination and eligibility status. Future applications subject to review and approval by Civil Service staff after presentation of proof of six months' satisfactory work experience outside the City service.

TERMINATION OF LIMITED TENURE APPOINTMENT:

5077-74 James Crumety, 2305 Psychiatric Technician, Department of Public Health - 5-14-74.

May 20, 1974: Over to meeting of June 3, 1974.

Action: Approve termination of promotive limited tenure appointment. Return to permanent 2302 Orderly position. Eligible to compete in 2305 examination. If successful in examination for 2305, under waiver for permanent position until approval by Civil Service Commission examining physician upon recommendation of Department of Public Health City Employee Rehabilitation Program. Completely eligible for a temporary 2305 position from eligible list.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5079-74 William D. Carter, 9210 Airport Policeman 45/E-8, Airports Commission - 4-26-74.

May 20, 1974: Over to meeting of June 3, 1974.

Action: Cancel all current examination and eligibility status. Future applications for security classifications subject to approval of General Manager, Personnel. Must establish and present proof of six months' satisfactory work experience outside the City service prior to requesting approval of General Manager, Personnel.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

- 5086-74 William G. Schwent, 8320 Counselor 39/E-16, Juvenile Court - 3-5-74.  
May 20, 1974: Over to meeting of June 3, 1974.  
Action: Over to meeting of June 17.
- 5081-74 Guy L. Gardner, 2736 Porter 106/E-49, Department of Public Health (San Francisco General Hospital) - 5-17-74.  
May 20, 1974: Over to meeting of June 3, 1974.  
Action: Cancel all current examination and eligibility status. Subject to Court litigation, if found guilty, may not participate in examinations again. If found innocent, future applications subject to review and approval of Civil Service Commission staff upon presentation of proof of six months' satisfactory work experience outside the City service.
- 5082-74 Joseph Jones, 2736 Porter 99/E-49, Department of Public Health (San Francisco General Hospital) - 4-21-74.  
May 20, 1974: Over to meeting of June 3, 1974.  
Action: Return name to list. Not to be certified to San Francisco General Hospital again.
- 5083-74 Pacifico V. Norona, 11446 Senior Clerk Stenographer 41/E-82, Department of Public Health - 5-10-74.  
May 20, 1974: Over to meeting of June 3, 1974.  
Action: Return name to list.
- 5084-74 Clarence Thomas, 2736 Porter 124/E-49, Department of Public Health (San Francisco General Hospital) - 5-17-74.  
May 20, 1974: Over to meeting of June 3, 1974.  
Action: Return name to list. Not to be certified to San Francisco General Hospital again.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5085-74 Megan Vorheus, 2320 Registered Nurse 60/E-315, Department of Public Health (San Francisco General Hospital) - 4-15-74.

May 20, 1974: Over to meeting of June 3, 1974.

Action: Cancel all current examination and eligibility status.  
May not participate in examinations again.

5091-74 William H. Eichel, 7408 Assistant Powerhouse Operator 8/E-3, Public Utilities Commission (Hetch Hetchy) - 5-7-74.

Action: Return name to list. One more chance to establish a satisfactory work record.

5094-74 Margaret Elsing, 1444 Clerk Stenographer 9/E-248, Finance and Records (Tax Collector) - 5-23-74.

Action: Return name to list under waiver of appointment until establishes and presents evidence of completion of six months' satisfactory work experience outside the City service.

TERMINATION OF TEMPORARY APPOINTMENT:

5092-74 Evelyn Taylor, 2672 Assistant Housemother, Board of Education - 5-8-74.

Action: Return name to list under waiver of appointment until presents evidence of one year's satisfactory work experience outside the City service.

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REQUEST FOR RECONSIDERATION: (Automatic Resignation)

5218-73 Patricia B. Salais, 2903 Eligibility Worker 35/E-2, Department of Social Services - 9-12-73.

Action: 1. Rescind Civil Service Commission action of October 1, 1973.  
2. Accept resignation with services satisfactory as designated by Department.

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REGULAR MEETING - JUNE 3, 1974

4:00 P.M.

DOCUMENTS

JUN 1 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
 Commissioner Chow  
 Commissioner Tarantino  
 Presided: Commissioner Costello

Item  
Number

Minutes - Regular Meeting of May 20, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

0125-74 Survey of one new, vacant position in Class 7385 Senior Typewriter Repairman (Sal. Sch. 29, J \$371-450), S.F. Unified School District.

Action: Adopt Staff Report.

1. Establish new classification 7383 Sewing Machine Repairer (Sal. Sch. 29, J \$371-450).
2. Allocate one position in Class 7385 Senior Typewriter Repairman, Program 021131, to new classification.
3. Advise the School District to amend its Annual Salary Resolution, Program 021131, accordingly.

0262-74 Survey of one vacant position in Class 2830 Public Health Nurse, Department of Public Health.

Action: Adopt Staff Report. Reclassify one vacant position in Class 2830 Public Health Nurse (Sal. Sch. 35.8, \$516-627; 7/1/74 \$537-648; 12/25/74 \$541-652) to Class 2320 Registered Nurse (\$422-494; 7/1/74 443-515; 12/25/74 \$447-519); amend Section 535010 of the Annual Salary Ordinance accordingly.

0322-74 Request of the Community College District for the establishment of a new classification 3591 College Aide.

Action: Adopt Staff Report. Adopt new classification 3591 College Aide with salary of J \$2.71 per hour as recommended by the Community College District; advise the District to amend its Salary Resolution accordingly.

0355-74 Request for additional compensation for bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance, Section IV(E).

Action: Adopt Staff Report. Approve requests for additional compensation for bilingual skills for the following persons:

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Public Health	Ronald Louie	2526
Public Health	Deanna Wong	1444





CLASSIFICATION AND PAY: (Continued)

0366-74 Request for additional compensation for bilingual skill in accordance with the provisions of Section IV(E), 1973-74 Salary Standardization Ordinance.

Action: Adopt Staff Report. Approve renewal requests for additional compensation for bilingual skills, effective July 1, 1973:

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Police	Francesco Barsanti	8214
	Helen Georgecatos	1710
	Lucille Watkins	1446
Public Health	Ignacio Cabala	1424
	Nathan Giuliano	6120
	Ena Kwok	2320
	Hazel Lim	2320
	Namesio Retuta	2202
	Annie Tam	1586
	Phyllis Wong	2305
Recreation and Park	Joseph Ardanez	3289
	Linda Ma	3284
	Douglas Lee	3284
	Elaine Tom	3284

0368-74 Classification of new positions in the 1974-75 Budget.

Action: Adopt Staff Report. Allocate new positions to recommended classes: Defer classification action on positions indicated by an asterisk.

2. IN-SERVICE ACTIVITIES:

2252-74 Request for back pay from Loretta F. Cashman, Class 1410 Chief Clerk, Department of Public Works.

Action: Adopt Staff Report. Approve full back pay for Mrs. Cashman from date terminated (April 3, 1974) until date returned to work (through May 21, 1974).

2253-74 Proposed Legislation - Assembly Bill 4370.

Action: Adopt Staff Report. Oppose this legislation in its present form.

In-Service item continued on Page 3.

3. MISCELLANEOUS:

3070-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 5101-5325

Action: Approve.

3071-74 Requests from departments to backdate requisitions:

P-307	1630 Account Clerk	1-28-74	Asian Art Museum
T-32821	1727 Suprv. - Key punch Operator	5-2-74	S.F. Water Department
T-32879	1872 Programmer Analyst	5-9-74	" " "
T-30818	7242 Painter Foreman	5-13-74	Dept. of Public Works

Action: Approve as recommended by committee.



4. RECRUITMENT AND EXAMINATIONS:

- 4332-74 Appeal of staff's denial of protests on Oral Ratings for entrance Class 2566 Rehabilitation Counselor.  
Action: Post and process list of eligibles. Hold three permanent requisitions pending final resolution of this matter. Dept. of Public Health to advise Certification Section of which requisitions to hold.  
Protests over to meeting of July 15, 1974. No further continuances will be approved.
- 4345-74 Appeal of staff's denial of application due to background investigation for Class 8250 Fingerprint Classifier and Clerk.  
  
April 15, 1974: Over to meeting of May 20, 1974. Post eligible list. Hold one permanent requisition in abeyance until appeal resolved.  
May 20, 1974: Over to meeting of June 3, 1974.  
  
Action: Adopt Staff Report. Deny appeal.
- 4442-74 Appeal of staff's denial of protest re rejection of application for 8440 Probation Officer.  
  
Action: Deny Staff Report. Find Edward Schlageter qualified.
- 4443-74 Appeal of staff's denial of protests on the terms of the examination announcements for Classes 9211 Airport Police Sergeant and 9215 Airport Police Lieutenant.  
  
May 6, 1974: Over to next meeting, May 20, 1974.  
May 20, 1974: Over to meeting of June 3, 1974.  
  
Action: 1. Allow appeal - no additional classes to be included in next lower rank for 9211 and 9215 examinations.  
2. Adopt Staff Report in all other respects.
- 4528-74 Appeals of staff's denial re Background Investigation disqualification for Class 8304 Deputy Sheriff.  
  
Action: Deny Staff Report. Allow appeals of John M. Shine and Michael F. Stasko.
- 4584-74 Appeal of staff's denial re protest of examination for Class 9406 Program Planning Coordinator, City Demonstration Agency.  
  
Action: Over to meeting of June 17. No further continuances.
- 4597-74 Approval of receipt of applications from City Demonstration Agency candidates.  
Action: Adopt Staff Report. Approve receipt of late applications from five conditionally qualified candidates for the 1842 Management Assistant and 1844 Senior Management Assistant examinations.

IN-SERVICE ACTIVITIES: (Continued)

- 2254-74 Charter amendment, amending Section 8.401 and repealing Sections 8.403 and 8.404.  
  
Action: Adopt Staff Report and forward to the Board of Supervisors.



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#5  
1/17/74  
Calendar  
Actions Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - JUNE 17, 1974

SPECIAL MEETING - JUNE 17, 1974

2:00 P.M.

DOCUMENTS

JUN 24 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATION:

5088-74 Houston Brown, 2724 School Custodian 23/E-49, Board of Education -  
5-7-74.

June 3, 1974: Over to meeting of June 17, 1974.

Action: Off Calendar.

RESIGNATIONS:

5096-74 Susan A. Herb, 1444 Clerk Stenographer 16/E-243, Airports Commis-  
sion - 5-31-74.

Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City service. Not to be  
certified to Airports Commission again.

5097-74 Percy E. Cooksey, Q-2 Policeman V-10/60, Police Department - 4-30-74.

Action: Approve. May not participate in future examinations.

5098-74 Leila B. Wilson, 2587 Health Worker III 9/P-1, Department of Public  
Health - 5-13-74.

Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City service.



RESIGNATIONS: (continued)

5099-74 John H. Freeman, S-102 Conductor 46/E-98, Public Utilities Commission (Municipal Railway) - 5-16-74.

Action: Approve. Determination of future employability over to meeting of July 1, 1974. Public Utilities Commission to prepare report and present information at that time.

5101-74 Robert W. Lockhart, 2903 Eligibility Worker 331/E-6, Social Services - 5-14-74.

Action: Approve. Return name to 2903 list under waiver for Department of Social Services. Maintains all other current examination and eligibility status.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5102-74 David Rudolph, 9240 Airport Electrician 10/E-4, Airports Commission - 5-24-74.

Action: Over to meeting of July 15, 1974.

5086-74 William G. Schwent, 8320 Counselor 39/E-16, Juvenile Court - 3-5-74.

June 3, 1974: Over to meeting of June 17, 1974.

Action: Refer to staff.

5103-74 Alfred T. Morffet, 2736 Porter 104/E-49, Department of Public Health (Laguna Honda Hospital) - 5-24-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.





TERMINATIONS OF TEMPORARY APPOINTMENTS:

5104-74 James Morman, 2724 School Custodian 12/E-52, Board of Education - 5-8-74.

Action: Over to meeting of July 1, 1974.

5105-74 Debra Evans, 2302 Orderly 91/E-301, Department of Public Health (Laguna Honda Hospital) - 5-28-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service. Not to be certified to Laguna Honda Hospital again.

5106-74 Lou Ella Martin, 2302 Orderly 12/E-287, Department of Public Health (San Francisco General Hospital) - 6-7-74.

Action: Approve. Return name to list under waiver. This waiver to remain in effect until removed by the General Manager, Personnel, upon recommendation of the Civil Service Commission examining physician after successfully passing a medical examination.

5107-74 Charles E. Jones, 7530 Street Cleaner, Department of Public Works - 5-31-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.

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REQUEST FOR RECONSIDERATION: (Resignation)

5352-73 George Karahadian, 1932 Assistant Storekeeper V-10/E-1, Board of Education - 11-19-73.

Actions: Adopt staff report.

- 1.) Rescind Civil Service Commission action of November 19, 1973.
- 2.) Approve George Karahadian's resignation as a Class 1932 Assistant Storekeeper (V-19/E-1). Return to list under waiver.
- 3.) Restore George Karahadian's name to the Class 7444 Parking Meter Repairman list (V-10/E-2) under waiver.
- 4.) Order, per the Department's request, that Mr. Karahadian not be certified to the Board of Education again.

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6/17/74 Calendar

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 17, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Presided: Commissioner Costello

Item  
Number

DOCUMENTS

JUN 27 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Minutes - Regular Meeting of June 3, 1974:

Action: Approve.

1. CLASSIFICATION AND PAY:

0312-74 Classification of three new positions, San Francisco Water Department.

Action: Adopt Staff Report.

1. Classify three new positions as follows:

- 1 - 1424 Clerk Typist
- 1 - 1426 Senior Clerk Typist
- 1 - 1444 Clerk Stenographer

2. Amend Annual Salary Ordinance Sections 745010C, 745010D and 745010G accordingly.

0389-74 Request for additional compensation for bilingual skill in accordance with the provisions of Section IV(E), 1974-75 Salary Standardization Ordinance.

Action: Adopt Staff Report. Approve all renewal requests for Interpreter - Translator premium pay effective July 1, 1974.

0391-74 Request of the Director, Systems and Data Processing for the continuance of Civil Service Commission approval for the use of special project classes.

Action: Adopt Staff Report. Authorize the Director, Systems and Data Processing, to use the following exempt Civil Service classifications through June 30, 1975.

- 1861 Systems and Procedures Analyst, Special Project
- 1863 Senior Systems and Procedures Analyst, Special Project
- 1865 Systems and Procedures Supervisor, Special Project
- 1879 Project Manager, Special Project

0396-74 Classification of 13 new positions in Class 8306 Sr. Deputy Sheriff, Office of the Sheriff; a supplemental appropriation submitted pursuant to the order of the presiding judge of the Superior Court.

Action: Over to July 1 meeting.

Classification and Pay item continued on Page 3.

2. IN-SERVICE ACTIVITIES: (None)

3. MISCELLANEOUS:

3072-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 5326-5550

Action: Approve.



MISCELLANEOUS: (Continued)

3074-74 Requests from departments to backdate requisitions:

T-30266	8226	Museum Guard	5-24-74	Cal. Academy of Sciences.
P-77	1708	Senior Telephone Operator	10-24-73	Dept. of Electricity
P-563	1424	Clerk Typist	5-20-74	Port of San Francisco
P-1619	3618	Library Technical Asst. II	5-15-74	S.F. Public Library
T-32897	1720	Keypunch Operator, EDP	5-14-74	S.F. Water Department
T-30267	3208	Pool Lifeguard	5-25-74	Recreation and Park
T-30278	3206	Beach Lifeguard	5-19-74	" "
T-30282	3226	Golf Course Starter	5-16-74	" "
T-30156	2447	T.I.A.-Chemistry	6-3-74	Community College District.

Action: Approve as recommended by committee.

4. RECRUITMENT AND EXAMINATIONS:

4474-74 Appeals of staff's denial of protests re the terms of the promotive examination announcement for 4334 Investigator, Tax Collector.

Action: Adopt Staff Report. Deny appeals of Edward Linney, Richard Emil, and Dorothy Merrill; find William Fletcher qualified to participate in this examination.

4524-74 Appeal of staff's denial re background investigation disqualification for Class 8304 Deputy Sheriff.

Action: Adopt Staff Report. Deny appeal of John C. Chapple.

4528-74 Appeal of staff's denial re background investigation disqualification for Class 8304 Deputy Sheriff.

Action: Deny Staff Report. Allow appeal of Ronald M. Dinslage. (Vote of 2 to 0. Commissioner Tarantino abstaining.)

4531-74 Appeal of staff's denial re background investigation disqualification for Class 8304 Deputy Sheriff.

Action: Deny Staff Report. Allow appeal of Robert J. Fenech.

4584-74 Appeal of staff's denial re protest of examination for Class 9406 Program Planning Coordinator, City Demonstration Agency.

June 3, 1974: Over to meeting of June 17. No further continuances.

Action: Off Calendar.

4613-74 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1974-75.

The following numbers were selected in the order listed: 8, 0, 9, 7, 3, 1, 2, 6, 4, 5.

Action: Adopt numerical listing as selected and listed above to be utilized as third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1974-75.

4614-74 Appeal of staff's denial of protest of Master of Social Work Degree requirement on the examination announcement for Class 2948 Senior Social Service Supervisor.

Action: Over to July 1 meeting.



RECRUITMENT AND EXAMINATIONS: (Continued)

4619-74 Appeal of staff's denial of protest re rejection of application for 1650 Accountant examination.

Action: Deny Staff Report. Allow appeal of George Yang.

CLASSIFICATION AND PAY: (Continued)

0397-74 Request from William J. Murphy, Attorney at Law, on behalf of William R. Giessner, Robert T. Cockburn, and Mark Noonan for status rights to certain levels in the Sanitary Engineering Series of classifications.

- Action:
1. Adopt Staff Report. Grant status rights to William Giessner, permanent 5210 Senior Civil Engineer to vacancies in the Class of 5249 Senior Sanitary Engineer; deny status rights to Robert C. Cockburn and Mark Noonan, permanent incumbents in Class 5206 Associate Civil Engineer to the Class 5248 Sanitary Engineer.
  2. Grant status rights to Robert C. Cockburn and Mark Noonan to Class 5247 Associate Sanitary Engineer.
  3. Find Robert C. Cockburn qualified to participate in the promotive examination for Class 5249 Senior Sanitary Engineer.





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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JUNE 25, 1974

10:00 A.M.

Calendar  
Actions Taken

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

DOCUMENTS

JUL 9 1974

SAN FRANCISCO  
PUBLIC LIBRARY

IN-SERVICE ACTIVITIES:

2254-74 Proposed Charter Amendments, amending Section 8.401 and  
repealing Sections 8.403 and 8.404 (Salary Standardization  
Procedures).

Action: Adopt Staff Report. Forward to the Board of  
Supervisors.



665  
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7/1/74  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

Calendar  
ROOM 282 - CITY HALL

SPECIAL MEETING - JULY 1, 1974

2:00 P.M.

DOCUMENTS

JUL 9 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATION:

5110-74 James J. Kellum, Jr., 8226 Museum Guard 37/E-5, Public Utilities Commission (Municipal Railway) - 6-12-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service. Future employment subject to clearance by Civil Service Commission examining physician.

RESIGNATIONS:

5111-74 Clemas McJunkins, 2604 Food Service Worker, Department of Public Health (San Francisco General Hospital) - 6-11-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service. Future employment subject to clearance by Civil Service Commission examining physician and recommendation of Department of Public Health City Employee Rehabilitation Program.

5112-74 Ramona Mori, 2320 Registered Nurse 10/E-283, Department of Public Health (San Francisco General Hospital) - 3-10-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service. Not to be certified to San Francisco General Hospital again.

5113-74 Bobby L. Merl, 2602 Kitchen Helper 4/L0, Department of Public Health (San Francisco General Hospital) - 6-5-74.

Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service. Future employment subject to clearance by Civil Service Commission examining physician and recommendation of Department of Public Health City Employee Rehabilitation Program.



RESIGNATIONS: (continued)

5114-74 George Caldwell, S-102 Conductor 132/E-98, Public Utilities Commission (Municipal Railway) - 6-5-74.

Action: Approve. Request for reinstatement subject to approval of General Manager, Personnel.

5099-74 John H. Freeman, S-102 Conductor 46/E-98, Public Utilities Commission (Municipal Railway) - 5-16-74.

June 17, 1974: Approve. Determination of future employability over to meeting of July 1, 1974.

Action: Cancel all current examination and eligibility status. May not participate in future examinations.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5086-74 William G. Schwent, 8320 Counselor 39/E-16, Juvenile Court - 3-5-74.

June 17, 1974: Refer to staff.

Action: Off Calendar.

5115-74 Jessie M. Gray, 2302 Orderly 34/E-289, Department of Public Health (San Francisco General Hospital) - 6-18-74.

Action: Return to list under waiver of appointment. This waiver to remain in effect until medically cleared by Civil Service Commission examining physician.

5116-74 Philomena Tambascia, 2320 Registered Nurse 2/E-304, Department of Public Health (San Francisco General Hospital) - 6-11-74.

Action: Return to list under waiver of appointment. This waiver to remain in effect until medically cleared by Civil Service Commission examining physician.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5117-74 Gordon E. Johnson, S-102 Conductor V-1/E-101, Public Utilities Commission (Municipal Railway) - 5-20-74.  
  
Action: Over to meeting of July 15, 1974.

5118-74 Langston Latson, S-102 Conductor V-33.5/E-111, Public Utilities Commission (Municipal Railway) - 5-20-74.  
  
Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.

5119-74 Ervin MacRae, S-102 Conductor 130/D-111, Public Utilities Commission (Municipal Railway) - 5-30-74.  
  
Action: Remove name from list. May not participate in future examinations in classifications involving the operation of motor vehicles. Refer to staff for vocational counseling.

5120-74 Lawrence Olson, S-102 Conductor 58/E-111, Public Utilities Commission (Municipal Railway) - 6-6-74.  
  
Action: Remove name from list. May not participate in future examinations in classifications involving the operation of motor vehicles. Refer to staff for vocational counseling.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5101-74 James Morman, 2724 School Custodian 12/E-52, Board of Education - 5-8-74.  
  
June 17, 1974: Over to meeting of July 1, 1974.  
  
Action: Approve. Return to list not under waiver.





TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5121-74

Clifton Anderson, 2736 Porter 17-E-50, Department of Public Health  
(San Francisco General Hospital) - 6-7-74.

Action: Approve. Return to list under waiver. Not to be certified  
to San Francisco General Hospital again.



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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 1, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

Item  
Number

DOCUMENTS

JUL 9 1974

SAN FRANCISCO  
PUBLIC LIBRARY

MINUTES:

Regular Meeting of June 17, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

- 0374-74 Request by the Chief Medical Examiner-Coroner to extend two Personal Services Contracts for one month.
- Action: Adopt Staff Report. Authorize one-month extensions for Personal Services Contracts for Randall C. Baselt, Ph.D., and Donna J. Allison, Pharmacist, through July 31, 1974.
- 0396-74 Classification of 13 new positions in Class 8306 Senior Deputy Sheriff, Office of the Sheriff; a supplemental appropriation submitted pursuant to the order of the Presiding Judge of the Superior Court.
- June 17, 1974: Over to meeting of July 1, 1974.
- Action: Adopt Staff Report. Classify 13 new positions in Class 8306 Senior Deputy Sheriff; amend Annual Salary Ordinance accordingly.
- 0398-74 Request from the Recreation and Park Department for short-term suspensor of Section 1.3 of the Annual Salary Ordinance (overtime pay for Z symbol classifications) for three positions in the Recreation and Park Dept.
- Action: Adopt Staff Report. Authorize suspension of provisions of Section 1.3 of the Annual Salary Ordinance to allow payment of overtime pay to three employees in Class 3287 Assistant Recreation Supervisor, Recreation and Park Department, for the period June 9 - Sept. 30, 1974.
- 0400-74 Request to classify one starred position in the San Francisco Community College District 1973-74 Annual Salary Resolution.
- Action: Adopt Staff Report. Classify one 1630 Account Clerk position in the Adult and Occupation Division of San Francisco Community College District; advise the District to amend its Annual Salary Resolution accordingly.
- 0419-74 Requests for additional compensation for use of bilingual skills in accordance with the provisions of Section IV(E), 1974-75 Salary Standardization Ordinance.
- Action: Adopt Staff Report.

Classification and Pay item continued on Page 3.

IN-SERVICE ACTIVITIES:

- 2277-74 Appeal of medical rejection of Ronald K. Williams, S104 Motorman.
- Action: Refer to medical appeals specialist at own expense.



MISCELLANEOUS:

- 3076-74 From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 5551-5775
- Action: Approve.
- 3077-74 Requests from departments to backdate the following requisitions and extensions.
- |                   |                               |         |                     |
|-------------------|-------------------------------|---------|---------------------|
| P-243.1 Ext. 1426 | Sr. Clerk Typist              | 5-1-74  | Office of the Mayor |
| T-30182 Ext. 7347 | Plumber                       | 5-31-74 | Recreation and Park |
| T-30968           | 2942 Sr. Child Welfare Worker | 5-17-74 | Social Services     |
| T-30929           | 2903 Eligibility Worker       | 5-1-74  | " "                 |

(Requests for backdating requisitions continued on Page 3.)

RECRUITMENT AND EXAMINATIONS:

- 4350-74 Appeal of staff's denial of protests on Oral Ratings for 5268 Architect examination (promotive).
- Action: Adopt Staff Report. Deny appeals.
- 4572-74 Appeal of staff's denial of protests on Oral Ratings for Landscape Architectural series: Entrance 5271 Junior Landscape Architect and 5272 Assistant Landscape Architect; promotive 5274 Landscape Architect and 5275 Senior Landscape Architect.
- Action: Over to Special Meeting of July 8, 1974.
- 4601-74 Appeal of staff's denial of protest of Oral Rating for 4142 Senior Right-of-Way Agent.
- Action: Deny Staff Report. Grant passing score of 70% to Francis Cox.
- 4614-74 Appeal of staff's denial of protest of Master of Social Work Degree requirement on the examination announcement for Class 2948 Senior Social Service Supervisor.
- June 17, 1974: Over to meeting of July 1, 1974.
- Action: Under submission. Decision to be announced at a later date.
- 4625-74 Appeal of staff's denial of protests on Key answers for Class 9220 Airport Operations Supervisor.
- Action: Adopt Staff Report. Grant appeal re Question 11 - allow Answers 2 and 3. Deny all other appeals. Adopt Key as amended.
- 4629-74 Appeal of staff's denial of protest of the terms of the promotive examination announcement for 1985 School Supplies Warehouse Sub-Foreman
- Action: Adopt Staff Report. Deny appeal.



RECRUITMENT AND EXAMINATIONS: (Continued)

4663-74 Protest of City and County service points awarded on Eligible List P-3 for 7365 Senior Powerhouse Operator.

Action: Adopt Staff Report. Amend Eligible List P-3, Class 7365, as outlined in body of report and adopt eligible list.

4674-74 Appeal of staff's action on protests of Key answers for 1842-1844 Management Assistant series examination.

Action: Adopt Staff Report. Deny appeal. Adopt Key as amended.

4675-74 Appeal of staff's denial re background investigation disqualification of Vernon Easter for Classes 8207 Building and Grounds Patrolman and 8208 Park Patrolman, 8217 Station Officer, and 8204 Institutional Policeman.

Action: Adopt Staff Report. Deny appeal.

4676-74 Appeal of staff's denial re background investigation disqualification of Robert L. Jones for Classes 8202 Watchman, 8207 Building and Ground Patrolman and 8208 Park Patrolman.

Action: Adopt Staff Report. Deny appeal.

CLASSIFICATION AND PAY: (Continued)

0425-74 Modifications of compensation schedules for groups and crafts having collective bargaining agreements in Section 8.403 of the Charter.

Action: Over to Special Meeting of July 8, 1974.

MISCELLANEOUS: (Continued)

3077-74 Requests for backdating continued:

P-3187	1444 Clerk Stenographer	6-12-74	PUC, Municipal Railway
T-30158	2615 School Lunchroom Helper	6-19-74	Community College District
T-30159	4320 Cashier I	6-19-74	" " "
T-30160	2632 Cook-Manager	6-19-74	" " "

Action: Approve requests of Office of the Mayor, Recreation and Park Department, and Department of Social Services as recommended by committee. Requests from Public Utilities Commission and Community College District were reviewed by the Commission and approved with a reminder to these departments that unless there is strict compliance with Commission rules and procedures, future requests will not be approved.





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18/74

Calendar

Announcements

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 292 - CITY HALL

SPECIAL MEETING - JULY 8, 1974

10:00 A.M.

DOCUMENTS

JUL 15 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

CLASSIFICATION AND PAY:

0072-73 Correction of clerical errors of certain classifications in Salary Standardization Ordinance 1974-75.

Action: Adopt Staff Report. Correct clerical errors in Salary Standardization Ordinance, 1974-75; forward to the Board of Supervisors.

0425-74 Modifications of compensation schedules for groups and crafts having collective bargaining agreements in Section 8.403 of the Charter.

July 1, 1974: Over to Special Meeting of July 8, 1974.

Action: Adopt Staff Report. Forward to the Board of Supervisors.

IN-SERVICE ACTIVITIES:

2329-74 Charter Amendment (Fifth Draft) File No. 336-74, amending Section 8.401 and repealing Sections 8.403 and 8.404, relating to compensation of officers and employees, etc., and to rates of pay for trades and crafts and salaries and benefits of carmen.

Action: Adopt Staff Report. Forward to the Board of Supervisors.

2330-74 Charter Amendment (Seventh Draft) File No. 413-73, amending Sections 8.400 and 8.401 and repealing Sections 8.403 and 8.404, relating to rates of pay for trades and crafts and salaries and benefits of carmen.

Actions: Adopt Staff Report. Forward to the Board of Supervisors.

RECRUITMENT AND EXAMINATIONS:

4572-74 Appeal of staff's denial of protests on Oral Ratings for Landscape Architectural series: Entrance 5271 Junior Landscape Architect and 5272 Assistant Landscape Architect; promotive 5274 Landscape Architect and 5275 Senior Landscape Architect.

July 1, 1974: Over to Special Meeting of July 8, 1974.

Action: 1. Kenneth Pedersen: Deny Staff Report. Grant passing score of 70% in the examinations for Classes 5274 and 5275.

2. Merlin Lauer: Adopt Staff Report. Deny appeal.

3. Walter Kocian: Deny Staff Report. Grant passing score of 70% in the examination for Class 5275.



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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - JULY 25, 1974

2:00 P.M.

DOCUMENTS

JUL 15 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

RESIGNATIONS:

5123-74 Elayne Mays (Lanier), 2312 Licensed Vocational Nurse 8/E-64, Department of Public Health (San Francisco General Hospital) - 6-7-74.

Action: Approve. Return to list under waiver of appointment until medically cleared by Civil Service Commission examining physician.

5124-74 Alfred F. Mendoza, 2602 Kitchen Helper V-3/E-82, Department of Public Health (San Francisco General Hospital) - 6-6-74.

Action: Approve. Return to list under waiver for San Francisco General Hospital.

5125-74 Walter G. Hazelton, S-102 Conductor 54/E-96, Public Utilities Commission (Municipal Railway) - 6-24-74.

Action: Approve. Cancel any current examination and eligibility status. Future applications subject to review and approval by Civil Service staff after presentation of proof of six months' satisfactory work experience outside the City service. Not to be certified to Public Utilities Commission again.

TERMINATION OF LIMITED TENURE APPOINTMENT:

5126-74 Edward F. Mullaney, 7441 Tool Room Mechanic and Custodian, Community College District - 5-31-74.

Action: Approve. May not participate in future examinations.



TERMINATIONS OF PROMOTIONARY APPOINTMENTS:

5127-74     Carlos L. Baker, 9230 Airport Policeman 99/P-8, Airports Commission -  
6-25-74.

Action: Over to meeting of September 16, 1974.

5102-74     David Rudolph, 9240 Airport Electrician 10/E-4, Airports Commission -  
5-24-74.

June 17, 1974: Over to meeting of July 15, 1974.

Action: Over to meeting of August 5, 1974.

5117-74     Gordon E. Johnson, S-102 Conductor V-1/E-101, Public Utilities Commission  
(Municipal Railway) - 5-20-74.

July 1, 1974: Over to meeting of July 15, 1974.

Action: Over to August 5, 1974.

5128-74     Melvin B. Kearney, 7454 Signaller 7/T-1, Public Utilities Commission  
(Municipal Railway) - 6-28-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after presentation of proof of satisfactory completion of six months' work experience outside the City service. Not to be certified to Public Utilities Commission again.

5129-74     Frederick Kelley, S-104 Motorman V-74/E-111, Public Utilities Commission  
(Municipal Railway) - 6-21-74.

Action: Off Calendar.



TERMINATIONS OF PROPRIETARY APPOINTMENTS: (continued)

5130-74 John E. Allen, 2-10-20-10-10-10-10, Public Utilities Commission (Municipal Railway) - 6-11-74.

Action: Cancel all current examination and eligibility status.  
Future application subject to review and approval of Civil Service Commission staff after presentation of proof of satisfactory completion of six months' work experience outside the City service.  
Not to be certified to Public Utilities Commission again.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5131-74 Kolk P. Williams, 7333 Junior Stationary Engineer V-10/E-11, Fire Department - 7-1-74.

Action: Over to meeting of August 5, 1974.

5132-74 Esther Dillard, 2302 Orderly 90/E-301, Department of Public Health (Laguna Honda Hospital) - 7-5-74.

Action: Cancel all current examination and eligibility status.  
Future application subject to review and approval of Civil Service Commission staff after presentation of proof of satisfactory completion of six months' work experience outside the City service.  
Not to be certified to Department of Public Health again.

5133-74 Diane L. Norris, 2302 Orderly 18/281, Department of Public Health (San Francisco General Hospital) - 7-12-74.

Action: Cancel all current examination and eligibility status.  
Future application subject to review and approval of Civil Service Commission staff after presentation of proof of satisfactory completion of six months' work experience outside the City service.  
Not to be certified to Department of Public Health again.

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REQUESTS FOR RECONSIDERATION:

AUTOMATIC RESIGNATION:

5082-74 Detroit Benson, 2714 Janitor 1/16, War Memorial - 5-2-74.

Action: Off Calendar pending resolution of Workmen's Compensation Case. Timely request for reconsideration on file.





REQUESTS FOR RECONSIDERATION: (continued)

TERMINATIONS OF PROBATION AND APPOINTMENT:

5180-74 Lawrence R. Olson, S-102 Conductor 50/E-111, Public Utilities Commission (Municipal Railway) - 6-6-74.

Action: 1. Rescind Civil Service Commission action of July 1, 1974.  
2. Cancel all current examination and eligibility status.  
After presentation of proof of satisfactory completion of six months' experience outside the City service, may participate in any examination for which he possesses the minimum requirements.

5119-74 Ervin D. MacRae, S-102 Conductor 130/E-111, Public Utilities Commission (Municipal Railway) - 5-30-74.

Action: 1. Rescind Civil Service Commission action of July 1, 1974.  
2. Return name to S-102 List under waiver of appointment for any position involving the operation of a motor vehicle.  
3. May participate without restriction in any future examination for which he possesses the minimum requirements.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

MEMORANDUM - CIVIL SERVICE

SPECIAL MEETING - JULY 15, 1974

2:00 P.M.

- ADDENDUM -

SEPARATION FROM SERVICE:

TERMINATION OF PROBATIONARY APPOINTMENT:

5134-74

Marilyn A. Schrick, 1444 Clerk Stenographer 4/E-251, Fine Arts Museums - 7-11-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after presentation of proof of satisfactory completion of six months' work experience outside the City service. Not to be certified to Fine Arts Museum again.

5135-74

Katherine I. Benziger, 5278 Planner II 14/E-3, City Planning Commission - 7-12-74.

Action: Return name to list not under waiver.

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86  
#5  
7/15/74  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 15, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

DOCUMENTS

JUL 15 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Item  
Number

MINUTES:

Regular Meeting of July 1, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

- 0412-74 Request to reclassify one vacant 1444 Clerk Stenographer position to a 1430 Transcriber Typist position, Adult Probation Department.
- Action: Adopt Staff Report. Reclassify one 1444 Clerk Stenographer position to a 1430 Transcriber Typist position; amend Section 111010 of the Annual Salary Ordinance accordingly.
- 0435-74 Request to amend duty statement for Class H-50 Assistant Chief of Department, San Francisco Fire Department.
- Action: Adopt Staff Report. Adopt amended duty statement for Class H-50 Assistant Chief of Department, San Francisco Fire Department.
- 0442-74 Survey of two newly budgeted positions, San Francisco Community College District.
- Action: Adopt Staff Report.
1. Classify subject positions in Class 1314 Public Relations Officer.
  2. Amend specifications to Class 1314 Public Relations Officer.
  3. Advise the District to amend its Annual Salary Resolution accordingly.
- 0449-74 Request from the Department of Public Health, CMHS, to approve the back dating of two Personal Services Contracts for the period of March 1, 1974, through June 30, 1974.
- Action: Adopt Staff Report. Approve Personal Services Contracts for Devon Heck and Gerald Hurtado for the period of March 1, 1974, through June 30, 1974.
- 0449-74 Requests for additional compensation for bilingual skill in accordance with the provisions of the 1974-75 Salary Standardization Ordinance, Section IV(E).
- Action: Adopt Staff Report.
- A. Approve one new request from the Department of Social Services.
  - B. Approve 12 renewal requests from the Departments of Board of Education, Police, Public Health, Public Utilities Commission and Social Services effective July 15, 1974.
  - C. Deny one new request from the Department of Social Services effective July 15, 1974.
  - D. Deny 7 renewal requests from the Departments of Adult Probation, Board of Education, Finance and Records, Police, Public Health and Social Services effective July 1, 1974.



CLASSIFICATION AND PAY: (Continued)

0452-74 Classification of 14 new positions, Employees' Retirement System, a Supplemental Appropriation approved by the Mayor's Office.

Action: Adopt Staff Report. Classify the following new positions, Employees' Retirement System, and amend the Annual Salary Ordinance accordingly:

2 - 1202 Personnel Clerk  
2 - 1404 Clerk  
1 - 1408 Principal Clerk  
3 - 1630 Account Clerk  
1 - 1815 Management Aide  
1 - 8141 Claims Adjustor  
4 - 8165 Asst. Compensation Claims Supervisor

MISCELLANEOUS:

3078-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 5776-5875

Action: Approve.

3079-74 Requests from departments to backdate the following requisitions and extension:

T-32530 Ext. 477	1736 Equipment Operator, EDP	7-1-74	Public Utilities Co.
T-30881	7524 Institutional Utility		
	Man	6-16-74	Public Works
F-4004	2220 Physician, PTAN	7-1-74	Social Services
F-4005	2220 Physician, PTAN	7-1-74	Social Services

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

4329-74 Appeal of staff's denial of protest on oral rating in entrance examination for 5268 Architect.

Action: Over to meeting of August 5, 1974.

4332-74 Appeal of staff's denial of protests on oral ratings for entrance Class 2566 Rehabilitation Counselor.

June 3, 1974: Over to meeting of July 15, 1974:

Action: Over to meeting of August 5, 1974.

4549-74 Appeal of staff's denial concerning the provisions of the entrance and promotive Accountant series examination.

Action: Over to meeting of August 5, 1974.





REQUIREMENT FOR EXAMINATIONS: (Continued)

- 4568-74 Appeal of staff's denial of protest of oral rating for entrance and promotive 2250 Director of Clinical Services.
- Action: 1. Protest of Jack W. Mohrbacher, Ph.D.: Over to meeting of August 5. Hold one requisition in abeyance pending final decision. Department of Public Health to notify Certification of which requisition to hold.
2. Protest of Rosemary T. French: Adopt Staff Report. Deny appeal.
- 4680-74 Appeal of staff's denial of protest re terms of promotive announcement for Class 1217 Senior Certification Clerk.
- Action: Adopt Staff Report. Deny appeal.
- 4741-74 Cancellation and reissue of certain promotional examination announcements in the transit series.
- Action: Adopt Staff Report. Cancel the examination announcements for Classes 9130, 9150, 9162, 9170, 9179 and 9180. Reissue these announcements with a one year experience requirement to file for examination providing that eligibles must have completed two years of experience in the next-lower-rank or the equivalent prior to certification.
- 4749-74 Request to amend announcement for 8140 Retirement System Investigator.
- Action: Adopt Staff Report. Amend announcement to add "Note 5" to read as follows:
- A separate list will be established for the positions located in the Public Utilities Commission; the minimum experience requirement shall be four years of investigating experience in the field of workman's compensation with a permissibly uninsured agency or workman's compensation division of an insurance company (thirty (30) semester units from an accredited college or university may be substituted for one year of the required experience for up to a maximum of two years of experience).



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

REGULAR MEETING - JULY 15, 1974

4:00 P.M.

- ADDENDUM -

CLASSIFICATION AND PAY:

0466-74      Request from Tax Collector, Department of Finance and  
Records, for the establishment of a new classification.

Action: Adopt Staff Report. Amend specification for  
Class 4376 Chief Assistant Tax Collector; renumber and  
retitle to Class 4373 Deputy Tax Administrator, Salary  
Schedule 45(J-Z). Amend Annual Salary Ordinance  
accordingly.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 262 - CITY HALL

SPECIAL MEETING - AUGUST 5, 1974

2:00 P.M.

DOCUMENTS

OCT 18 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATION:

5140-74 Charles E. Lyons, 2714 Janitor 65/E-57, Airports Commission - 7-19-74.  
  
Action: Approve. Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service staff after satisfactory completion of six months' work experience outside the City service.

TERMINATION OF LIMITED TENURE APPOINTMENT:

5141-74 Rose Shiffman, 1426 Senior Clerk Typist, Department of Social Services - 7-31-74.  
  
Action: Over to meeting of August 19, 1974.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5142-74 Etta Mae Luckey, 2702 Janitress 15/E-5, Airports Commission - 7-9-74.  
  
Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service staff after satisfactory completion of six months' work experience outside the City service. Not to be certified to Airports Commission again.  
  
5102-74 David Rudolph, 9240 Airport Electrician, Airports Commission - 5-24-74.  
  
June 17, 1974: Over to meeting of July 15, 1974.  
  
July 15, 1974: Over to meeting of August 5, 1974.  
  
Action: Over to meeting of August 19, 1974. No further continuances will be granted.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

- 5113-74      Lupe Cruz, 1124 Clerk Typist 109/E-175, Board of Education - 7-12-74.  
Action: Over to meeting of August 19, 1974. No further continuances will be granted.
- 5114-74      Steve C. Zeltzer, 8226 Museum Guard 77/E-5, Fine Arts Museums - 7-19-74.  
Action: Over to meeting of August 19, 1974.
- 5117-74      Gordon E. Johnson, S-102 Conductor V-1/101, Public Utilities Commission (Municipal Railway) - 5-20-74.  
July 1, 1974: Over to meeting of July 15, 1974.  
July 15, 1974: Over to meeting of August 5, 1974.  
Action: Return name to list not under waiver.
- 5115-74      Joseph D. O'Keefe, 2714 Janitor V-35/E-58, Public Utilities Commission (Hetch Hetchy) - 7-1-74.  
Action: Over to meeting of August 19, 1974.
- 5116-74      Susan R. Jacobs, 1126 Senior Clerk Typist 45/E-76, Department of Social Services - 7-11-74.  
Action: Return name to list not under waiver.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

5139-74 Frederick Kelley, S-104 Motorman V-74/E-111, Public Utilities Commission (Municipal Railway) - 6-21-74.  
July 15, 1974: Off Calendar.  
Action: Return name to list not under waiver.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5137-74 Elena A. Barges, 1424 Clerk Typist 132.5/E-178, Board of Education - 7-8-74.  
Action: Approve termination of temporary appointment. Determination of future employability over to meeting of August 19, 1974.

5132-74 Kolk P. Williams, 7333 Junior Stationary Engineer V-10/E-11, Fire Department - 7-1-74.  
July 15, 1974: Over to meeting of August 5, 1974.  
Action: Approve. Return name to list not under waiver.

5147-74 Althea Davis, 2302 Orderly 31/E-303, Department of Public Health (Laguna Honda Hospital) - 7-16-74.  
Action: Approve. Return name to list under waiver of appointment until medically cleared by Civil Service Commission Examining Physician.

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REQUEST FOR RECONSIDERATION: (Termination of Temporary Appointment)

5132-74 Esther Dillard, 2302 Orderly 90/E-301, Department of Public Health (Laguna Honda Hospital) - 7-5-74.  
Action: Over to meeting of August 19, 1974. No further continuances will be granted.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - AUGUST 5, 1974

2:00 P.M.

ADDENDUM

IN-SERVICE ACTIVITIES:

2299-74

1. Charter Amendment (First Draft) amending Section 2.203 relating to the Clerk of the Board of Supervisors (File No. 365-74-1).
2. Charter Amendment (First Draft) amending Section 3.510 relating to the County Clerk (File No. 365-74-2).
3. Charter Amendment (First Draft) amending Sections 2.203 and 3.510 relating to certain Civil Service positions (File No. 365-74).

Action: Adopt Staff Report. It is recommended that a study be made throughout the service with the purpose of exempting a limited number of classifications from Civil Service examinations, and it is further recommended that the Commission indicate it would not oppose exempting these positions from the Civil Service provisions of the Charter providing that the proposal be modified to limit appointments to qualified individuals from within the service.

2387-74

- Charter Amendment (First Draft) amending Section 3.510 relating to Employee Relations Director (File No. 365-74-3).

Action: Adopt Staff Report. It is recommended that a study be made throughout the service with the purpose of exempting a limited number of classifications from Civil Service examinations, and it is further recommended that the Commission indicate it would not oppose exempting the Employee Relations Director from the Civil Service provisions of the Charter providing that the proposal be modified to limit appointments to qualified individuals from within the service.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 5, 1974

4:00 P.M.

DOCUMENTS

OCT 18 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of July 15, 1974

Action: Approve.

CLASSIFICATION AND PAY:

- 0041-73 Survey of three positions, S.F. Unified School District, Integration Division, and Emergency School Aid Act (ESAA) Division.  
Action: Adopt Staff Report.
1. Establish new classification of "2977 Education Integration Specialist."
  2. Allocate one position in the Integration Division and one position in the ESAA Division to the new classification.
  3. Classify one 1842 Management Assistant position in the Integration Div.
  4. Advise the District to amend its Annual Salary Resolution accordingly.
- 0026-74 Request to classify one newly budgeted position, 1973-74 budget, S.F. Community College District.  
Action: Adopt Staff Report. Classify one new position as an 1842 Management Assistant, S.F. Community College District; advise the District to amend its Annual Salary Resolution accordingly.
- 0091-74 Classification survey of two vacant positions in Class 2912 Senior Social Worker and one vacant position in Class 2528 Medical Steward, Mission Emergency Hospital, Department of Public Health.  
Action: Adopt Staff Report.
1. Reallocate two positions in Class 2912 Senior Social Worker and one position in Class 2528 Medical Steward to Class 2910 Social Worker, Department of Public Health.
  2. Amend Annual Salary Ordinance Section 557010 and 557018 to reflect these changes.
- 0410-74 Survey of one vacant 1444 Clerk Stenographer position, Department of Public Health, Community Mental Health Services.  
Action: Adopt Staff Report. Reclassify one vacant 1444 Clerk Stenographer position to Class 1424 Clerk Typist; amend Section 567013 of the Annual Salary Ordinance accordingly.
- 0418-74 Review of Personal Services Contracts, Sheriff's Department.  
Action: Adopt Staff Report. Authorize 11 Personal Services Contracts as specified in the report (authorization not to exceed one year).



CLASSIFICATION AND PAY: (Continued)

- 0421-74 Request from the Office of the Mayor for the approval of four Personal Services Contracts.
- Action: Adopt Staff Report. Approve Personal Services Contracts between the Office of the Mayor and Messrs. William C. Roddy, John H. Anderson and Michael Schneider.
- 0431-74 Survey of one vacant position in Class 1444 Clerk Stenographer, Probation Office, Juvenile Court.
- Action: Adopt Staff Report. Reclassify subject position from Class 1444 Clerk Stenographer to Class 1446 Senior Clerk Stenographer; amend Annual Salary Ordinance Section 185010 accordingly.
- 0436-74 Request to classify two positions, 1973-74 budget, Department of Public Health, S.F. General Hospital.
- Action: Adopt Staff Report. Allocate one 2230 Physician Specialist position and one 1426 Sr. Clerk Typist position to the Employee Health Service Unit at S.F. General Hospital; amend Section 557010 of the Annual Salary Ordinance by removing the asterisks (\*) from these positions.
- 0443-74 Survey of one new position in Class 1222 Senior Payroll Clerk at S.F. General Hospital, Department of Public Health.
- Action: Adopt Staff Report. Establish one position in Class 1222 Senior Payroll Clerk; abolish one position in Class 1446 Senior Clerk Stenographer; amend the Annual Salary Ordinance Section 557010 to reflect this action.
- 0451-74 Requests approval of Personal Services Contract between the Department of Public Health and Margaret E. McKinley.
- Action: Adopt Staff Report. Authorize Personal Services Contract between the Department of Public Health and Margaret E. McKinley for the period from the date of execution to June 30, 1975.
- 0467-74 Survey of one vacant position in Class 1424 Clerk Typist, S.F. Community College District.
- Action: Adopt Staff Report. Reclassify subject position to Class 1202 Personnel Clerk; advise the College District to amend its Annual Salary Resolution accordingly.
- 0479-74 Request from the Department of Public Health for authorization of four Personal Services Contracts.
- Action: Adopt Staff Report. Approve Personal Services Contracts between the Director of Public Health and Messrs. Alan J. Merrifield, Charles E. Reinke, George F. Killingsworth and Ms. Judith M. Sweet for the periods specified.
- 0503-74 Request for additional compensation for bilingual skill in accordance with the provisions of the 1974-75 Salary Standardization Ordinance, Section IV(E).
- Action: Adopt Staff Report. Approve two new and three renewal requests for additional compensation for use of bilingual skills effective August 5, 1974:

<u>Department</u>	<u>Name</u>	<u>Class No.</u>
Palace of the		
Legion of Honor	Earl Anderson	4425
Public Works	James Lee	6270
Public Health	Ena Kwok	2320
	Hazel Lim	2320
	Phyllis Wong	2305





CLASSIFICATION AND PAY: (Continued)

- 0504-74 Certification of wage schedules for Platform Employees, Coach and Bus Operators and Trainees of the Municipal Railway for 1974-75 and conditions and benefits of employment which may be fixed by the Board of Supervisors for 1974-75.  
Action: Adopt Staff Report. Certify wage schedules; forward to the Board of Supervisors.
- 0505-74 Survey of monthly rates paid Policemen and Firemen in California cities of at least 100,000 population.  
Action: Adopt Staff Report. Certify rates; forward to the Board of Supervisors.
- 0506-74 Request to approve Personal Services Contract between the City Purchaser of Supplies and Childrens' Hospital of San Francisco.  
Action: Adopt Staff Report. Authorize contract for period July 1, 1974, to June 30, 1975; delete two part-time 2230 Physician Specialist positions from Section 533010 of the Annual Salary Ordinance.
- 0515-74 Establishment of new classification, Board of Supervisors.  
Action: Adopt Staff Report.
- 0516-74 Amendment to the specification for Class 1144 Chief Assistant Clerk, Board of Supervisors.  
Action: Adopt Staff Report.

IN-SERVICE ACTIVITIES:

- 2299-74 1. Charter Amendment (First Draft) amending Section 2.203 relating to the Clerk of the Board of Supervisors (File No. 365-74-1).  
2. Charter Amendment (First Draft) amending Section 3.510 relating to the County Clerk (File NO. 365-74-2)  
3. Charter Amendment (First Draft) amending Sections 2.203 and 3.510 relating to certain Civil Service positions (File No. 365-74).  
Rescheduled to Special Meeting of August 5, 1974.
- 2387-74 Charter Amendment (First Draft) amending Section 3.510 relating to Employee Relations Director (File No. 365-74-3).  
Rescheduled to Special Meeting of August 5, 1974.

MISCELLANEOUS:

- 3081-74 From the heads of various departments requesting authorization to make non-civil service appointments:  
Oral authorization numbers: 5876-6100  
Action: Approve.
- 3082-74 Requests from departments to backdate the following requisitions and extensions:  
P-74.1 (T-30001) Ext. 7275 Cable Splicer Foreman 7-1-74 Electricity  
P-75.1 (T-30021) Ext. 7308 Cable Splicer 7-1-74 "  
P-75 1842 Management Assistant 7-1-74 Human Rights  
T-40026 7334 Stationary Engineer 7-7-74 Juvenile Court  
T-40527 9960 Asst. to Professionals 7-1-74 Mayor's Office



MISCELLANEOUS: (Continued)

T-40519	9704 Manpower Specialist II	7-1-74	Mayor's Off.
T-40520	9706 Manpower Specialist III	7-1-74	" "
T-40522	9708 Manpower Specialist IV	7-1-74	" "
T-40523	9708 Manpower Specialist IV	7-1-74	" "
T-40524	9706 Manpower Specialist III	7-1-74	" "
T-40525	9706 Manpower Specialist III	7-1-74	" "
T-40528	9704 Manpower Specialist II	7-1-74	" "
T-40529	9704 Manpower Specialist II	7-1-74	" "
T-40530	9704 Manpower Specialist II	7-1-74	" "
T-40055	Re-Entry Counselor/EDD	6-1-74	Sheriff's "
T-40056	Re-Entry Counselor/EDD	6-1-74	" "
P-4770	1430 Transcriber Typist	7-1-74	Social Serv.
TX-32231 Ext.	2907 Elig. Worker Suprv.	7-1-74	" "
T-32867	1720 Key punch Operator	7-1-74	PUC
T-32818 Ext. (P3159.3)	7388 Utility Plumber	7-1-74	"
T-32819 Ext. (P3159.4)	7388 Utility Plumber	7-1-74	"
T-32820 Ext. (P3159.4)	7388 Utility Plumber	7-1-74	"
TX-32148 Ext.	2907 Elig. Worker Suprv.	7-1-74	Social Serv.
F-4006	2220 Physician	7-1-74	" "
T-22005 Ext. (P4234.5)	2903 Elig. Worker	7-1-74	" "
T-22032 Ext. (P4275.8)	2903 Elig. Worker	7-1-74	" "
T-22152 Ext. (P4492.1)	2907 Elig. Worker Suprv.	7-1-74	" "
T-30792 Ext.	1408 Principal Clerk	7-1-74	" "
TX-32208 Ext. (P4615.2)	2907 Elig. Worker Suprv.	7-1-74	" "
TX-30946 Ext.	2907 Elig. Worker Suprv.	7-1-74	" "
P-2767	3302 Vendor	7-1-74	Rec. & Park

Action: Approve as recommended by Committee.

**3082-74** Requests from departments to backdate various requisitions and extensions.

T-30038	1446 Sr. Clerk Steno	6-17-74	Model Cities
T-40122	1402 Junior Clerk	6-10-74	SFUSD
T-40194	1426 Sr. Clerk Typist	7-1-74	"
T-31570	1402 Junior Clerk	6-10-74	"
T-31575	1424 Clerk Typist	6-19-74	"
T-31577	1424 Clerk Typist	6-12-74	"
T-31578	1424 Clerk Typist	6-19-74	"
T-31579	1424 Clerk Typist	6-19-74	"
T-40145	1862 Sys. & Proced. Analyst	7-1-74	"
T-30125	9330 Pileman	7-8-74	Port

Action: Request from Model Cities referred to staff for further study.  
Approve requests from S.F. Unified School District and Port Commission.

RECRUITMENT AND EXAMINATIONS:

**4549-74** Appeals of staff's denial concerning the provisions of the entrance and promotive Accountant series examination.

July 15, 1974: Over to meeting of August 5, 1974.

Action: See Page 6.

**4329-74** Appeal of staff's denial of protest on oral rating in entrance examination for 5268 Architect.

July 15, 1974: Over to meeting of August 5, 1974.

Action: Under submission. Decision to be announced at a later date.



RECRUITMENT AND EXAMINATIONS:

- 4332-74      Appeal of staff's denial of protests on oral ratings for entrance Class 2566 Rehabilitation Counselor.
- June 3, 1974: Over to meeting of July 15, 1974.  
July 15, 1974: Over to meeting of August 5, 1974.
- Action: 1. Protest of Louis N. Kamen - adopt amended Staff Report.
2. Protests of Gail M. Boucher and Charles Earlenbaugh over to meeting of August 19.
- 4568-74      Appeal of staff's denial of protest of oral rating for entrance and promotive 2250 Director of Clinical Services.
- July 15, 1974: Jack W. Mohrbacher's appeal over to meeting of August 5. Hold one requisition in abeyance pending final decision. Department of Public Health to notify Certification of which requisition to hold.
- Action: Over to meeting of August 19. No further continuances will be granted.
- 4772-74      Request that the Announcement for Class 1312 Public Information Officer, issued July 1, 1974, for Temporary Only, be canceled along with the resultant list.
- Action: Over to meeting of September 16.
- 4804-74      Appeal of staff's denial of protest of oral ratings for the examination for Class 2942, Senior Child Welfare Worker.
- Action: Over to meeting of August 19.
- 4825-74      Appeal of eligible list for Class 1128 Registrar of Voters - Recorder.
- Action: Adopt Staff Report.
1. Deny request to include Class 1880 Chief of Systems experience as "A" service.
2. Allow three points additional credit for "B" service.
- 4826-74      Appeal of staff's denial to amend minimum requirements for 6331 Building Inspector.
- Action: Adopt Staff Report. Deny appeal.
- 4827-74      Appeal of amendment to announcements for Class 1950 Assistant Purchaser and Class 1952 Purchaser.
- Action: Deny Staff Report. Delete amendment to announcement providing for substitution of experience for the required education.
- 4828-74      Appeal of staff's denial of eligibility to participate in Class 4110 Rental property Supervisor examination.
- Action: Refer to staff for further study. Staff to report back at meeting of August 19.
- 4773-74      Protest of announcement for Class 8304 Deputy Sheriff.
- Action: 1. Deny Staff Report re age requirement. Impose age requirement of minimum age 21, maximum age 35.
2. Include two additional events in athletic test as recommended in Staff Report.
3. Delete educational credit as recommended by staff.



RECRUITMENT AND EXAMINATIONS: (Continued)

- 4549-74     Action:
1. Allow 4224 as next lower rank for 1658 examination. 4224 applicants must have had two years of Fund Accounting experience including a substantial amount of such experience at the level of 1656.
  2. Allow 1652 as next lower rank for 1656 examination. 1652 applicants must have had two additional years experience as a 1654. City and County Service Point allocation: 30 points for Class 1652 and 60 points for all other next lower rank classes.
  3. Allow 4222 as next lower rank for 1656 examination. 4222 applicants must have had four additional years of 1650 experience or two additional years of 1652 experience or an equivalent combination.
  4. Allow 4220 as next lower rank for 1652 examination. 4220 applicants must have had four additional years of 1650 experience or two additional years of 1652 experience or an equivalent combination.
  5. Deny appeal of Mrs. Cynthia Bautista.
  6. Appeal of Mrs. Marjorie Leong taken under submission. Decision to be announced at a later date.
  7. Adopt remainder of Staff Report.





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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 52-A - CITY HALL

Calendar -  
Action Taken

SPECIAL MEETING - AUGUST 8, 1974

3:00 P.M.

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

IN-SERVICE ACTIVITIES:

2314-74 Proposed Charter Amendment (Eighth Draft), amending Section 8.401 and repealing Sections 8.403 and 8.404, relating to compensation of officers and employees, etc., and to rates of pay for trades and crafts and salaries and benefits of carmen. (FILE NO. 336-74).

Action: The Civil Service Commission reaffirms its support of the existing Salary Standardization provisions of the Charter and does not support the proposed amendments.

2315-74 Proposed Charter Amendment (Seventh Draft), amending Section 8.403 thereof, relating to rates of pay for trades and crafts (FILE NO. 336-74).

Action: The Civil Service Commission reaffirms its support of the existing Salary Standardization provisions of the Charter and does not support the proposed amendments.

2316-74 Proposed Charter Amendment (Eighth Draft), relating to general rules for establishing and paying compensation to City Employees (FILE NO. 413-73).

Action: The Civil Service Commission reaffirms its support of the existing Salary Standardization provisions of the Charter and does not support the proposed amendments.

DOCUMENTS

AUG 13 1974

SAN FRANCISCO  
PUBLIC LIBRARY



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Calendar Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - AUGUST 19, 1974

2:00 P.M.

DOCUMENTS  
AUG 26 1974  
SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Excused: Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5148-74 Leo Flores, 1424 Clerk Typist V-101/E-174, Department of Public Health - 7-10-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff.

5149-74 Susan I. Hersig, 2903 Eligibility Worker 79/E-6, Department of Social Services - 6-12-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff.

RESIGNATIONS:

5150-74 Joseph J. Samson, 4-2 Policeman 19/E-81, Police Department - 3-12-74.

Action: Over to meeting of September 3, 1974.

5151-74 Ronald L. Bissic, S-104 Motorman 137/E-111, Public Utilities Commission (Municipal Railway) - 7-17-74.

Action: Approve. Remove name from S-102/S-104 list. Not to be certified to the Municipal Railway as a S-102/S-104 Conductor/Motorman.



RESIGNATIONS: (continued)

5152-74 Earl Brown, S-104 Motorman 74/106, Public Utilities Commission Municipal Railway) - 7-8-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5153-74 Earnestene Noble, 1404 Clerk, Department of Public Health (San Francisco General Hospital) - 8-2-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.

5154-74 Robert C. Rowley, 1920 Inventory Clerk, Department of Public Health (San Francisco General Hospital) - 8-10-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.

5141-74 Rose Shiffman, 1426 Senior Clerk Typist, Department of Social Services - 7-31-74.

August 5, 1974: Over to meeting of August 19, 1974.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service. Not to be employed again until medically cleared by the Civil Service Commission Examining Physician.

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

5139-74 Alio Rubino, 7364 Powerhouse Operator 2/P-8, Public Utilities Commission (Hetch Hetchy) - 7-30-74.

Action: Over to meeting of September 3, 1974.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5155-74

Charles J. Apodaca, 2714 Janitor V-59/E-58, Airports Commission - 7-25-74.

Action: Return name to list not under waiver. Not to be certified to the Airports Commission again.

5102-74

David Rudolph, 9240 Airport Electrician 10/E-4, Airports Commission . 5-24-74.

June 17, 1974: Over to meeting of July 15, 1974.

July 15, 1974: Over to meeting of August 5, 1974.

August 5, 1974: Over to meeting of August 19, 1974.

Action: Over to meeting of September 16, 1974. The Airports Commission is requested to direct Mr. James Owen to be present at this meeting.

5143-74

Lupe Cruz, 1424 Clerk Typist 109/E-175, Board of Education - 7-12-74.

August 5, 1974: Over to meeting of August 19, 1974.

Action:

Return name to list not under waiver. One more opportunity to establish a satisfactory work record at the Board of Education.

5156-74

Marcia E. La Marr, 1426 Senior Clerk Typist 6/P-28, Board of Education - 7-23-74.

Action: Return name to list not under waiver. Not to be certified to the Board of Education again.

5144-74

Steve C. Zeltzer, 8226 Museum Guard 77/E-5, Fine Arts Museums - 7-19-74.

August 5, 1974: Over to meeting of August 19, 1974.

Action: Over to meeting of October 7. The Commission stipulated that this would be a final continuance.





TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance) (continued)

5157-74

Yvonne Mullenax, 9122 Transit Information Clerk 1/E-3, Public Utilities Commission (Municipal Railway) - 7-30-74.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.

5145-74

Joseph D. O'Keefe, 2714 Janitor V-35/E-58, Public Utilities Commission (Hetch Hetchy) - 7-1-74.

August 5, 1974: Over to meeting of August 19, 1974.

Action: Return name to list under waiver of appointment until medically cleared by Civil Service Commission examining Physician.

5158-74

Michael M. Healy, 7328 Operating Engineer 18/E-2, Department of Public Works - 7-29-74.

Action: Refer to staff to review Mr. Healy's qualifications for this position. Staff to report back in order for Commission to determine future employability.

5159-74

Claude T. Tucker, 2714 Janitor 106/E-58, Department of Public Works - 7-16-74.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5160-74

Thomas W. James, 2302 Orderly 25/E-290, Department of Public Health (San Francisco General Hospital) - 7-19-74.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service.



TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5161-74 Patricia A. Curran, 9122 Transit Information Clerk 9/E-3, Public Utilities Commission (Municipal Railway) - 8-6-74.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City service. Not to be certified to the Municipal Railway again.

5162-74 Joseph B. Moncada, S-102 Conductor 256/E-111, Public Utilities Commission (Municipal Railway) - 8-2-74.

Action: Off Calendar. Direct staff to correct certification error.

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DETERMINATION OF FUTURE EMPLOYABILITY:  
(Termination of temporary appointment)

5137-74 Elena A. Bagues, 1424 Clerk Typist 132.5/E-178, Board of Education - 7-8-74.

August 5, 1974: Over to meeting of August 19, 1974.

Action: Return name to list not under waiver. Not to be assigned to the same supervisor again.

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REQUEST FOR RECONSIDERATION:  
(Termination of temporary appointment)

5132-74 Esther Dillard, 2302 Orderly 90/E-301, Department of Public Health (Laguna Honda Hospital) - 7-5-74.

July 15, 1974: Cancel all examination and eligibility status.

August 5, 1974: Over to meeting of August 19, 1974.

Action: Sustain action of July 15, 1974.



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*Calendar Action Taken*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 19, 1974

4:00 P.M.

DOCUMENTS

AUG 26 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow

Excused: Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of August 5, 1974

Action: Approve.

CLASSIFICATION AND PAY:

1684-74 Classification of one 7441 Tool Room Mechanic and Custodian position established in the budget for 1973-74, S.F. Community College District.

Action: Adopt Staff Report. Allocate one position to Class 7441 Tool Room Mechanic and Custodian in the San Francisco Community College District, College Division; advise the District to amend its Salary Resolution accordingly.

0056-74 Establishment of a new classification of 2946 Senior Eligibility Worker Supervisor.

Action: Adopt Staff Report.

1. Adopt new class of 2946 Senior Eligibility Worker Supervisor, Sal. Sch. J,Z 35, as recommended by Department.
2. Reclassify the following positions immediately: 4 - 2948 Senior Social Worker Supervisor to: 4 - 2946 Senior Eligibility Worker Supervisor.
3. Reclassify remaining 10 - 2948 positions to Class 2946 as vacancies occur.
4. Amend Annual Salary Ordinance Section 169010A accordingly.

0190-74 Establishment of a new classification of 8415 Senior Supervising Probation Officer, Juvenile Court.

Action: Adopt Staff Report.

1. Establish new classification of 8415 Senior Supervising Probation Officer, Juvenile Court, at the budgeted salary rate of J,Z \$574-699.
2. Allocate three positions to new classification.
3. Amend Annual Salary Ordinance Section 185010 accordingly.

0211-74 Survey of one position in Class 1610 Utility Billing Clerk and one position in Class 1612 Senior Utility Billing Clerk, Public Utilities Commission, Light, Heat and Power Bureau.

Action: Adopt Staff Report.

1. Consolidate Class 1610 Utility Billing Clerk (Sal. Sch. 21.5) with Class 1630 Account Clerk (Sal. Sch. 22.8).
2. Consolidate Class 1612 Senior Utility Billing Clerk (Sal. Sch. 23.3) with Class 1632 Sr. Account Clerk (Sal. Sch. 25.8).
3. Abolish Classes 1610 and 1612.
4. Grant status to Messrs. Nelvin Johnson and Cheung Fung in Classes 1630 and 1632, respectively.
5. Amend Annual Salary Ordinance Section 695010 accordingly.



CLASSIFICATION AND PAY: (continued)

- 0472-74 Classification of 14 new positions in the 1974-75 budget, Municipal Railway, Public Utilities Commission.  
Action: Adopt Staff Report. Allocate new positions to recommended classes; amend Annual Salary Ordinance Sections 735010 and 735032 accordingly (remove asterisks).
- 0475-74 Survey of one new position to implement reorganization of the Investment Division, S.F. City and County Employees Retirement System.  
Action: Adopt Staff Report. Adopt new classification 4331 Security Analyst, Sal. Sch. J,Z 42.5; amend Annual Salary Ordinance Section 697010 accordingly.
- Addendum  
0475-74 Classification of one position of 4332 Assistant Chief of Investments in the Investment Division, S.F. City and County Employees Retirement System  
Action: Adopt Staff Report. Confirm classification of subject position in Class 4332 Assistant Chief of Investments; amend Annual Salary Ordinance Section 697010 by removing asterisk (\*) and funds deleted (F) symbols.
- 0483-74 Extension of two Personal Services Contracts, Department of Public Health  
Action: Adopt Staff Report. Authorize extensions of two Personal Services Contracts for Ann Lodge and Neil Ross through August 31, 1974.
- 0521-74 Request from the Board of Supervisors' Cable Television Task Force (CATV) for the authorization of a Personal Services Contract.  
Action: Adopt Staff Report. Authorize Personal Services Contract with Ms. Bonnie E. Miller; not to extend beyond June 30, 1975.
- 0532-74 Classification of three new positions (Budget 1974-75), Department of Public Works.  
Action: Adopt Staff Report.  
  1. Allocate three new positions in the Department of Public Works, Rehabilitation Assistance Program, to the following classes:  
1 - 1402 Junior Clerk  
1 - 1840 Junior Management Assistant  
1 - 1862 Systems and Procedures Analyst
  2. Amend Section 415018 of the Annual Salary Ordinance accordingly (delete asterisks).
- 0540-74 Establishment of positions in Class 2905 Senior Eligibility Worker.  
Action: Adopt Staff Report.  
  1. Reclassify 33 - 2910 Social Worker positions to Class 2905 Senior Eligibility Worker.
  2. Reclassify 16 - 2912 Senior Social Worker positions to Class 2905 Senior Eligibility Worker.
  3. Amend Annual Salary Ordinance Section 168010A accordingly.
- 0549-74 Reallocation of one 1844 Senior Management Assistant position to 1654 Principal Accountant, Department of Public Health.  
Action: Adopt Staff Report. Reallocate one vacant position in Class 1844 Senior Management Assistant (Sch. 35.3) to Class 1654 Principal Accountant (Sch. 36.5); amend Annual Salary Ordinance Section 561010 accordingly.
- 0550-74 Request for additional compensation for use of bilingual skill in accordance with the provisions of the 1974-75 Salary Standardization Ordinance, Section IV(E).  
Action: Adopt Staff Report. Approve two new and two renewal requests for additional compensation for use of bilingual skills effective August 18, 1974:

<u>Department</u>	<u>Name</u>	<u>Class</u>
New - Board of Education	Gladys Cardinas	1424
New - Social Services	Evelyn T. Zamora	2903
Renewals - Board of Education	Svetozar Jurisevic	1350





IN-SERVICE ACTIVITIES:

2277-74 Appeal of medical rejection of Ronald K. Williams, S104 Motorman.

Action: Find medically qualified as an S104 Motorman.

MISCELLANEOUS:

3087-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 6101-6200

Action: Approve.

3088-74 Request from department to backdate the following requisition.

T-40022 5352 Electrical Engineering Asst. II 7-25-74 Airports Commission

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

Addendum

~~44375-73~~ Staff recommendation re 6318 Construction Inspector Report.

Action: Adopt Staff Report. Include Class 5204 Assistant Civil Engineer in the next-lower-rank with a proviso that employees in this class must have served as a resident engineer (construction engineer) for at least eight years in the City and County service.

4352-74 Appeal of staff's denial of protests on oral ratings for entrance Class 2566 Rehabilitation Counselor.

June 3, 1974: Over to meeting of July 15, 1974.

July 15, 1974: Over to meeting of August 5, 1974.

Aug. 5, 1974: Protests of Gail M. Boucher and Charles Earlenbaugh over to meeting of August 19, 1974.

Action: Over to meeting of September 3, 1974.

4568-74 Appeal of staff's denial of protest of oral rating for entrance and promotive 2250 Director of Clinical Services.

July 15, 1974: Jack W. Mohrbacher's appeal over to meeting of August 5. Hold one requisition in abeyance pending final decision. Department of Public Health to notify Certification of which requisition to hold.

August 5, 1974: Over to meeting of August 19. No further continuances will be granted.

Action: Adopt Staff Report. Deny appeal.

4709-74 Appeal of staff's denial of protest re terms of the promotive announcement for 5210 Senior Civil Engineer.

Action: Adopt Staff Report. Deny request of Joseph Corollo.

4773-74 Reconsideration of Civil Service Commission action of August 5, 1974, re protest of announcement for 8304 Deputy Sheriff.

Action: Over to meeting of September 3 for action by full Commission.



RECRUITMENT AND EXAMINATIONS:

4804-74 Appeal of staff's denial of protest of oral ratings for the examination for Class 2942 Senior Child Welfare Worker.

August 5, 1974: Over to meeting of August 19, 1974.

Action: Over to meeting of September 3. The Commission stipulated that this would be a final continuance.

4828-74 Appeal of staff's denial of eligibility to participate in Class 4110 R ntal Property Supervisor examination.

August 5, 1974: Refer to staff for further study. Staff to report back at meeting of August 19.

Action: Adopt Staff Report. Deny appeal.

4839-74 Appeal of staff's denial of protest of oral rating for Class 3610 Library Assistant.

Action: Off Calendar.

4884-74 Appeal of staff's denial of protest of oral ratings for promotive examination for 2370 Director of Nurses, San Francisco General Hospital.

Action: Adopt Staff Report. Deny appeal.

4703-74 Special Report re Mr. O'Neal Johns.

Action: Adopt Staff Report. Remove name from eligible list.

CLASSIFICATION AND PAY: (continued)

0444-74 Authorization of extension of two Personal Services Contracts, Department of Public Health, Community Mental Health Services.

Action: Adopt Staff Report.

1. Authorize two Personal Services Contracts, Department of Public Health, Community Mental Health Services; Amelia V. Wells and Manuel V. Cisneros from July 1, 1974.

2. Staff and department to develop Civil Service classifications within the next six months.

0500-74 Request for authorization of a Personal Services Contract, Public Library, for a federally funded Early Childhood Project (10 months).

Action: Adopt Staff Report. Authorize Personal Services Contract between the Public Library and Cynthia B. Blackman.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 19, 1974

4:00 P.M.

ADDENDUM

RECRUITMENT AND EXAMINATIONS:

4878-74      Appeal re eligible list, Class 2250 Director of Clinical Services.

Action: Deny Staff Report. Find Sanford Tom, M.D., qualified for the specialty of Center Director. List to be amended to reflect this action.

4957-74      Accepting grant of \$1,280.68 from the Law Enforcement Assistance Administration and entering into a contractual arrangement for the use of funds for the purpose of conducting research on the forthcoming Police Officer examination.

Action: Approve.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DEPARTMENT OF PUBLIC HEALTH AUDITORIUM

101 GROVE STREET - THIRD FLOOR

SPECIAL MEETING - SEPTEMBER 3, 1974

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Terantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

DOCUMENTS

SEP 23 1974

SAN FRANCISCO  
PUBLIC LIBRARY

5169-74 Ruby Gim, 1426 Senior Clerk Typist 38/E-31, Board of Education - 8-12-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service. Not to be certified to the Board of Education again.

5170-74 Jeanette Wiseman, 2587 Health Worker II 3/P-1, Department of Public Health - 8-8-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service.

5167-74 Delmer A. Schmidt, 1934 Storekeeper 7/P-4, Purchasing Department - 8-19-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service.

5171-74 Linda L. Davis, 2903 Eligibility Worker 203/E-6, Department of Social Services - 7-19-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service.





RESIGNATIONS:

5088-74 Houston Brown, 2724 School Custodian 23/E-49, Board of Education - 5-7-74.

June 3, 1974: Over to meeting of June 17, 1974.

June 17, 1974: Off Calendar.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service. Not to be certified to the Board of Education again.

5172-74 Michael F. Bakken, 7426 Elevator Operator 6/E-1, Public Utilities Commission (Municipal Railway) - 6-7-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service. Not to be certified to the Municipal Railway again.

5150-74 Joseph J. Samson, Q-2 Policeman 19/E-81, Police Department - 3-12-74.

August 19, 1974: Over to meeting of September 3, 1974.

Action: Approve. Cancel all current examination and eligibility status in security series. May not participate in examinations in the security series again.

5184-74 Gene J. Revels, Q-2 Policeman V-99/E-25, Police Department - 5-31-74.

Action: Approve. Cancel all current examination and eligibility status in security series. May not participate in examinations in the security series again.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5173-74 Harold K. Richardson, Jr., 9210 Airport Policeman, Airports Commission - 8-9-74.

Action: Over to meeting of September 16, 1974.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5174-74

Philip Frazier, 1320 Junior Administrative Analyst, Civil Service Commission - 8-26-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service. Not to be certified to the Civil Service Commission in any personnel classification.

5175-74

Douglas C. Carr, 8204 Institutional Policeman, Department of Public Health (San Francisco General Hospital) - 8-16-74.

Action: Off Calendar.

5176-74

Joseph C. Boxley, 9110 Fare Collections Receiver, Public Utilities Commission (Municipal Railway) - 6-21-74.

Action: Approve. Cancel all current examination and eligibility status. May not participate in any future examinations.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Promotive)

5166-74

Barney L. Snyder, 2718 Janitor Foreman 11/P-7, Airports Commission - 8-20-74.

Action: Return to former 2716 Janitor Sub-foreman position at the Public Library. Not to be certified to the Airports Commission again. Remove name from 2718 Janitor Foreman list.

5139-74

Alto Rubino, 7364 Powerhouse Operator 2/P-8, Public Utilities Commission (Hetch Hetchy Project) - 7-30-74.

August 19, 1974: Over to meeting of September 3, 1974.

Action: Return to former 7113 position as Lower House Operator position. Remove name from 7364 Powerhouse Operator list.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

- 5177-74 Eddie R. Wood, 2714 Janitor 25/E-56, Airports Commission - 8-20-74.  
Action: Return to list not under waiver. Not to be certified to the Airports Commission again.
- 5178-74 Anne J. Morris, 1853 Control Clerk 14/E-1, Board of Education - 8-23-74.  
Action: Off Calendar.
- 5179-74 Nora H. Wilson, 1424 Clerk Typist 72/E-126, Board of Education - 8-9-74.  
Action: Return to list under waiver of appointment subject to medical clearance. Not to be certified to the Board of Education again.
- 5180-74 Candace Fickes, 1720 Key punch Operator 7/E-7, Office of the Controller - 8-21-74.  
Action: Over to meeting of September 16, 1974.
- 5181-74 Algernon Dedmon, 2736 Porter 70/E-49, Department of Public Health (Laguna Honda Hospital) - 8-31-74.  
Action: Over to meeting of September 16, 1974.



TERMINATIONS OF TEMPORARY APPOINTMENTS:

5182-74

Rita Figueroa, 2312 Licensed Vocational Nurse 5/E-65, Department of Public Health (San Francisco General Hospital) - 8-23-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service.

5183-74

Robert Gibson, 7530 Street Cleaner 5/E-7, Department of Public Works - 8-9-74.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of Civil Service staff after presenting proof of satisfactory completion of six months' work experience outside the City service.





*Calderon*  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 3, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of August 19, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

- 0274-74 Survey of one 1444 Clerk Stenographer position in the Juvenile Court, Probation Department.
- Action: Adopt Staff Report. Reclassify one 1444 Clerk Stenographer position (Sal. Sch. 23.3) to 1426 Sr. Clerk Typist (Sal. Sch. 24.3), Juvenile Court; amend Salary Ordinance Section 185010 accordingly.
- 0446-74 Reclassification of one 2230 Physician Specialist position to one 2232 Senior Physician Specialist, Coroner's Office.
- Action: Adopt Staff Report.
1. Reclassify one 2230 Physician Specialist (Sal. Sch. 47.5) to 2232 Senior Physician Specialist (Sal. Sch. 48.5) Coroner's Office.
  2. Amend Annual Salary Ordinance Section 223010 as follows:  
2 - 2230 Physician Specialist, part-time (21 hours, .525 time)  
2 - 2232 Senior Physician Specialist, part-time (38 hours, .95 time)
- 0496-74 Request to reclassify one 1444 Clerk Stenographer position to one 1424 Clerk Typist position, Tax Collector, License Bureau.
- Action: Adopt Staff Report. Reclassify one 1444 Clerk Stenographer position to one 1424 Clerk Typist position; amend Annual Salary Ordinance Section 261010 accordingly.
- 0511-74 Survey of one vacant position in Class 1638 Accounting Machine Operator S.F. Unified School District.
- Action: Adopt Staff Report. Reallocate subject position to Class 1424 Clerk Typist (Sal. Sch. 22.3); advise the School District to amend its Annual Salary Resolution, Program 042210, accordingly.
- 0581-74 Request to reclassify one 2330 Anesthetist position to Class 2279 Assistant Resident III, S.F. General Hospital.
- Action: Adopt Staff Report. Reclassify one vacant 2330 Anesthetist position to Class 2279 Assistant Resident III, S.F. General Hospital; amend Annual Salary Ordinance Sections 557010 and 557012 accordingly.
- 0586-74 Request from the Office of the Coroner for authorization of two Personal Services Contracts.
- Action: Adopt Staff Report. Authorize Personal Services Contracts between the Office of the Coroner and Randall C. Baselt, Ph.D., and Donna J. Allison, Ph.D., for the period August 1, 1974, through March 31, 1975.



IN-SERVICE ACTIVITIES:

- 2377-74 Appeal of staff's denial from Larry S. Monti to accept temporary entrance 5277 Planner I position.
- Action: Adopt Staff Report. Deny appeal.
- 2449-74 Request from the Superintendent of Schools to extend exemption of Class 1275 Director of Classified Personnel and Employee Relations.
- Action: Approve request. Extend exemption of Class 1275 Director of Classified Personnel and Employee Relations from the Civil Service provisions of the Charter for a period of one year effective September 1, 1974.
- 2452-74 Request for Leave of Absence by General Manager, Personnel.
- (Over to end of Calendar)

MISCELLANEOUS:

- 3089-74 From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 6201-6300
- Action: Approve.
- 3090-74 Request from departments to backdate requisitions and extension:
- |              |                             |                           |
|--------------|-----------------------------|---------------------------|
| T-43020      | 1424 Clerk Typist           | 7-24-74 PUC, Purification |
| T-43056      | 7514 General Laborer        | 7-20-74 PUC, CDD          |
| T-32761 Ext. | 7514 " "                    | 7-1-74 " "                |
| T-40196      | 5304 Materials Testing Aide | 8-2-74 Public Works, Eng. |
- Action: Approve as recommended by Committee.
- 3090-74 Request from departments to back date requisitions:
- |               |                           |                             |
|---------------|---------------------------|-----------------------------|
| P-19C (T3.01) | 1632 Senior Account Clerk | 7-16-74 Finance and Records |
| T-40322       | 3598 School Aide III      | 8-6-74 SFUSD                |
- Action: Approve. The departments are reminded that future requests may not be approved unless there is strict compliance with the rules and procedures.

RECRUITMENT AND EXAMINATIONS:

- 4332-74 Appeal of staff's denial of protests on oral ratings for entrance Class 2566 Rehabilitation Counselor.
- June 3, 1974: Over to meeting of July 15, 1974.
- July 15, 1974: Over to meeting of August 5, 1974.
- August 5, 1974: Protests of Gail M. Boucher and Charles Earlenbaugh over to meeting of August 19.
- August 19, 1974: Over to meeting of September 3, 1974.
- Action: Refer to staff for further study.
- 4773-74 Reconsideration of Civil Service Commission action of August 5, 1974, re protest of announcement for 8304 Deputy Sheriff.
- August 19, 1974: Over to meeting of September 3 for action by full Commission.
- Action: Deny Staff Report. Impose age requirement of minimum age 21; maximum age 35. (Vote of 2 to 0; Commissioner Chow abstains.)



RECRUITMENT AND EXAMINATIONS: (continued)

- 4804-74 Appeal of staff's denial of protest of oral ratings for the examination for Class 2042 Senior Child Welfare Worker.

August 5, 1974: Over to meeting of August 19, 1974.

August 19, 1974: Over to meeting of September 3, The Commission stipulated that this would be a final continuance.

Action: Adopt Staff Report. Deny appeals.

- 4925-74 Appeal of staff's denial of protest re allocation of points to oral examination for 8310 Sheriff's Lieutenant and 8312 Sheriff's Captain examinations.

Action: Over to the first Special or the first Regular Meeting after the meeting of September 16.

- 4937-74 Appeal of staff's denial of protests on Key answers for 5228 Assistant Traffic Engineer examination.

Action: Adopt Staff Report. Deny appeal.

- 4986-74 Appeal of staff's denial of protests re the terms of the promotive examination announcement for Class 3291 Principal Recreation Supervisor.

Action: 1. Deny request to include Class 3284 Rec. Dir. as next lower rank.  
2. Refer request to include Class 3214 Sr. Swimming Instructor as next lower rank to staff for further study.

- 4994-74 Special Report re Mary Weaver.

Action: Adopt Staff Report. Cancel all employment and eligibility status. No future City employment without approval of General Manager Personnel.

- 4995-74 Appeal of staff's denial of protest on Key answers in the examination for Class 1270 Departmental Personnel Officer.

Action: Adopt Staff Report. Allow answer No. 3 for Item No. 71.

- 4996-74 Request re holding 2492 Director, Public Health Laboratories examination for one qualified applicant.

Action: Adopt Staff Report. Approve and forward to Board of Supervisors.

IN-SERVICE ACTIVITIES: (Continued)

- 2452-74 Request for Leave of Absence by General Manager, Personnel and appointments of Acting General Manager, Personnel and Acting Assistant General Manager.

Action: 1. Approve leave of absence for General Manager, Personnel for 90 days.  
2. James F. Wurm, appointed Acting General Manager, Personnel.  
3. John J. Walsh, appointed Acting Assistant General Manager, Personnel.



Item  
Number

UNDER SUBMISSION:

4329-74 Appeal of staff's denial of protest on oral rating in entrance examination for 5268 Architect.

July 15, 1974: Over to meeting of August 5, 1974.

August 5, 1974: Under submission. Decision to be announced at a later date.

Action: Allow Stanley J. Kresicki minimum passing score of 70%.

4614-74 Appeal of staff's denial of protest of Master of Social Work Degree requirement on the examination announcement for Class 2948 Senior Social Service Supervisor.

June 17, 1974: Over to meeting of July 1, 1974.

July 1, 1974: Under submission. Decision to be announced at a later date.

Action: Deny appeals and maintain the M.S.W. requirement as stipulated on the examination announcement.

4549-74 Appeals of staff's denial concerning the provisions of the entrance and promotive Accountant series examination.

August 5, 1974: (7) Appeal of Mrs. Marjorie Leong taken under submission. Decision to be announced at a later date.

Action: Deny appeal.





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*Calendar Notes Taken*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - SEPTEMBER 16, 1974

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Marantino  
Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5102-74 David Rudolph, 9240 Airport Electrician 10/E-4, Airports Commission -  
5-24-74.

June 17, 1974: Over to meeting of July 15, 1974.

July 15, 1974: Over to meeting of August 5, 1974.

August 5, 1974: Over to meeting of August 19, 1974.

August 19, 1974: Over to meeting of September 16, 1974.

Action: Remove name from list. No restrictions on future employment.

5127-74 Carlos L. Baker, 9210 Airport Policeman 99/E-8, Airports Commission -  
6-25-74.

July 15, 1974: Over to meeting of September 16, 1974.

Action: Over to meeting of October 7, 1974.

5185-74 David Taylor, 1706 Telephone Operator 9/E-7, Board of Education -  
8-23-74.

Action: Over to meeting of October 7, 1974.

5180-74 Candace Fickes, 1720 Key punch Operator 7/E-7, Office of the  
Controller - 8-21-74.

September 3, 1974: Over to meeting of September 16, 1974.

Action: Over to meeting of October 7, 1974. The Commission stipulated that there would be no further continuances.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

5181-74 Algernon Dedmon, 2736 Porter 70/E-49, Department of Public Health (Laguna Honda Hospital) - 8-31-74.

September 3, 1974: Over to meeting of September 16, 1974.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' employment outside the City service. Not to be certified again to Laguna Honda Hospital.

5189-74 Franklin Charles, 1404 Clerk 8/E-12, Public Utilities Commission (Municipal Railway) - 8-23-74.

Action: Return name to list. Not to be certified again to the Municipal Railway.

5164-74 Arleigh E. Fenton, 7408 Assistant Powerhouse Operator 19/E-3, Public Utilities Commission (Hetch Hetchy) - 8-7-74.

Action: Over to meeting of October 7, 1974.

5190-74 Ching-Chiu Lee, 5206 Associate Civil Engineer 56/E-3, Department of Public Works - 8-21-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' employment outside the City service.

AUTOMATIC RESIGNATION:

5191-74 Vine Pedro, 1424 Clerk Typist 82/E-174, Department of Social Services - 8-23-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' employment outside the City service.



RESIGNATIONS:

5192-74 Roy D. Matthews, S-102 Conductor 101/98, Public Utilities Commission - 8-27-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' employment outside the City service. Not to be certified again to Municipal Railway.

5193-74 William Vaden, S-102 Conductor V-149/E-107, Public Utilities Commission (Municipal Railway) - 8-21-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of one year's employment outside the City service. Not to be certified again to Municipal Railway.

5194-74 Alexander J. Young, S-104 Motorman V-58/E-100, Public Utilities Commission (Municipal Railway) - 8-16-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' employment outside the City service. Not to be certified again to Municipal Railway.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5173-74 Harold K. Richardson, Jr., 9210 Airport Policeman, Airports Commission - 8-9-74.

September 3, 1974: Over to meeting of September 16, 1974.

Action: Over to meeting of October 7, 1974.

5195-74 W. Bernard Dunn, 1426 Senior Clerk Typist, Department of Social Services - 8-16-74.

Action: Cancel all current examination and eligibility status. Future application subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' employment outside the City service.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5196-74

Nicolas Silfa, 2903 Eligibility Worker, Department of Social Services - 9-3-74.

Action: Over to meeting of October 7, 1974.





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*Calendar Actions Taken*

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 16, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino  
Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of September 3, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

- 0232-74      Classification of one new position authorized in the 1974-75 budget, S.F. Community College District.
- Action: Adopt Staff Report.
1. Adopt new classification, 1487 Financial Aids Assistant (Sal. Sch. J, 27.3).
  2. Allocate subject position to new classification.
  3. Advise the College District to amend its Annual Salary Resolution accordingly.
- 0410-74      Request for reconsideration of Civil Service Commission action of August 5, 1974, regarding reclassification of vacant 1444 Clerk Stenographer position to Class 1424 Clerk Typist, Community Mental Health Services.
- Action: Refer to staff for further study.
- 0417-74      Request to establish new classification, Visitor Service Representative, S.F. International Airport.
- Action: Adopt Staff Report.
1. Adopt new classification, 1360 Visitor Service Representative, S.F. International Airport (Sal. Sch. J, 30).
  2. Allocate two positions to new classification.
  3. Amend Annual Salary Ordinance Section 725010A accordingly.
- 0456-74      Establishment of two positions in Class 1829 Operations Analyst, Public Utilities Commission, Municipal Railway.
- Action: Adopt Staff Report.
1. Delete the following four positions:
    - 1 - B222 General Clerk (Sal. Sch. 22.8)
    - 1 - 1402 Junior Clerk (Sal. Sch. 18.3)
    - 2 - 1404 Clerk (Sal. Sch. 22.3)
  2. Establish two positions in Class 1829 Operations Analyst (Sal. Sch. 32.8)
  3. Amend Annual Salary Ordinance Section 735010 accordingly.
- 0498-74      Request to reclassify two vacant 8214 Parking Controlman positions to Class 1829 Operations Analyst, S.F. Police Department.
- Action: Adopt Staff Report. Reclassify two 8214 Parking Controlman positions (Sch. 25.8) in the S.F. Police Department to two 1829 Operations Analyst positions (Sch. 32.8); amend Section 161011 of the Annual Salary Ordinance accordingly.

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CLASSIFICATION AND PAY CONTINUED:

- 0502-74    **Classification of two new positions in 1974-75 budget, S.F. Community College District.**

Action: Adopt Staff Report. Allocate two new positions in the S.F. Community College District to the following classes:

- 1 - 1424 Clerk Typist
- 1 - 3616 Library Technical Assistant I

Advise the District to amend its Salary Resolution accordingly.

- 0583-74    **New and renewal requests for additional compensation for use of bilingual skill in accordance with the provisions of the 1973-74 Salary Standardization Ordinance Section IV(E).**

Action: Adopt Staff Report; approve all requests for additional compensation for use of bilingual skills effective September 16, 1974.

- 0598-74    **Survey of one vacant 1444 Clerk Stenographer position, Department of Electricity.**

Action: Adopt Staff Report. Reclassify one 1444 Clerk Stenographer position to one 1424 Clerk Typist position; amend Section 231010 of the Annual Salary Ordinance accordingly.

- 0611-74    **Survey of 8302 Jail Matron classification.**

Action: Adopt Staff Report.

- 1. Retitle Class 8302 Jail Matron to 8302 Police Matron (Sal. Sch. 29.5).
- 2. Amend specification for Class 8302.
- 3. Grant status in amended and retitled Class 8302 Police Matron, to incumbents in Class 8302 Jail Matron.
- 4. Amend Annual Salary Ordinance Section 161011 accordingly.

- 0612-74    **Salary survey to determine prevailing rates of pay for fiscal year beginning July 1, 1975.**

Action: Adopt Staff Report. Request Board of Supervisors to authorize the expenditure of salary survey funds.

- 0617-74    **Establishment of three new positions in the Port Commission.**

Action: Over to next meeting.

- 0618-74    **Request to classify one new position in Class 1956 Senior Purchaser, Public Utilities Commission.**

Action: Adopt Staff Report. Classify one position in Class 1956 (Sal. Sch. 38.3); amend Annual Salary Ordinance Sections 311081 and 735010 to reflect this action.

IN-SERVICE ACTIVITIES:

- 2373-74    **Supplemental Appropriation for Restoration of Revolving Fund.**

Action: Approve supplemental appropriation and forward to the Office of the Mayor.

- 2374-74    **Supplemental Budget Request 951 Account: Police and Fire examinations.**

Action: Approve supplemental appropriation and forward to the Office of the Mayor.



MISCELLANEOUS:

3091-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 6301-6400; 7000-7033

Action: Approve.

3092-74 Requests from departments to back date requisitions and extension:

T-40101 Ext. 9428 Evaluation Specialist 8-16-74 Model Cities

T-43114 7332 Maintenance Machinist 7-1-74 PUC, CDD

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

4772-74 Request that the Announcement for Class 1312 Public Information Officer, issued July 1, 1974, for Temporary Only, be canceled along with the resultant list.

August 5, 1974: Over to meeting of September 16, 1974.

Action: Over to next meeting.

4986-74 Appeal of staff's denial of protests regarding the terms of the promotive examination announcement for Class 3291 Principal Recreation Supervisor.

September 3, 1974: (2) Refer request to include Class 3214 Sr. Swimming Instructor as next lower rank to staff for further study.

Action: Include 3214 as next lower rank in examination for Class 3291. 3214 applicants must possess four years additional qualifying experience. City and County Service Point allocation 30 points.

40011-74 Protest of the composition of the oral panel and claim of bias in the Oral Examination for Class 7211 Cement Finisher General Foreman.

Action: Adopt Staff Report. Deny protest.

40034-74 Request to permit 1444 Clerk Stenographer to participate in examination for 8238 Police Communications Dispatcher.

Action: Adopt Staff Report. Deny request (vote of 2 to 0).

40036-74 Appeal of staff's action on protests of key answers for the Sanitary Engineering Series examination held June 22, 1974.

Action: Adopt Staff Report. Deny appeals.

40040-74 Special Report: Application review for Class 2991 Coordinator, Human Rights Commission.

Action: Disqualify in current examination for 2991 Coordinator, Human Rights Commission. No restrictions on future applications.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

REGULAR MEETING - SEPTEMBER 16, 1974

4:00 P.M.

- ADDENDUM -

MISCELLANEOUS:

3093-74 Request from the S.F. Unified School District to back date the following temporary requisitions for Classes 3595, 3597, 3598, and 9972:

40270-40274	40305-40309	40340-40343	40400-40404
40277-40278	40311-40321	40349-40352	40407-40411
40293-40294	40329-40332	40373-40395	

Action: Approve as recommended by Committee.





Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

**Item**  
**Number**

**MINUTES:**

**Regular Meeting of September 16, 1974:**

Action: Approve.

**CLASSIFICATION AND PAY:**

**0409-74 Survey of one vacant position in Class 2910 Social Worker, Department of Public Health.**

Action: Adopt Staff Report. Reclassify one vacant position in Class 2910 Social Worker (Sch. 29.5) to Class 2903 Eligibility Worker (Sch. 25.3); amend Section 567015A of the Annual Salary Ordinance accordingly.

**0522-74 Survey of two vacant positions in Class 2320 Registered Nurse and one vacant position in Class 2305 Psychiatric Technician, Department of Public Health.**

Action: Adopt Staff Report.

1. Delete two vacant positions in Class 2320 Registered Nurse (\$422-494) and one vacant position in Class 2305 Psychiatric Technician (Sch. 26.3).
2. Create one position in Class 2323 Clinical Nurse Specialist (Sch. 36.8) and one position in Class 2574 Clinical Psychologist (Sch. 38.8).
3. Amend Section 567016 of the Annual Salary Ordinance accordingly.

**0531-74 Request to reclassify one vacant 1426 Senior Clerk Typist position in the Division of Supplies, S.F. Unified School District.**

Action: Adopt Staff Report. Reclassify one vacant 1426 Senior Clerk Typist position to Class 1406 Senior Clerk; advise S.F. Unified School District to amend Annual Salary Resolution accordingly.

**0593-74 Request for approval of a Personal Services Contract between the Mayor's Office and Gerry Wolfe, Contractor.**

Action: Adopt Staff Report. Approve a Personal Services Contract between the Mayor's Office and Gerry Wolfe, Contractor.

**0606-74 Request for approval of a Personal Services Contract between the Mayor's Office and Armond DeMartini for professional services.**

Action: Adopt Staff Report. Approve Personal Services Contract with Armond DeMartini for professional services.

**0607-74 Request from the Adult Probation Department to extend two Personal Services Contracts.**

Action: Adopt Staff Report. Approve extension of two Personal Services Contracts between the Adult Probation Department and Mr. Richard Gross and Ms. Constance Coca for the periods from October 1, 1974, through September 30, 1975, or until class specifications adopted, whichever occurs first.

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CLASSIFICATION AND PAY: (continued)

0617-74      classes and  
Establishment of three new/positions in the Port Commission.

September 16, 1974: Over to next meeting.  
Action: Adopt Staff Report. Establish three new classes and classify three newly created positions as follows:

1. 9367 Chief, Bureau of Commercial Development, Engineering and Maintenance, Port (Sal. J,Z \$1408 BW flat rate).  
9387 Chief, Bureau of Administration and Finance, Port (Sal. J,Z \$1408 BW flat rate).  
9388 Chief, Bureau of Maritime Activities, Port (Sal. J,Z \$1408 BW flat rate).
  2. Abolish 21 vacant positions as indicated in the Staff Report.
  3. Amend Annual Salary Ordinance 1974-75 to reflect these actions.
- The Commission stipulated that approval of this report does not indicate that the CSC would support exemptions from the Civil Service provisions of the Charter for positions below top management level.

0626-74      Request to reclassify one 1450 Principal Clerk Stenographer (Sch. 26.8) to 1452 Stenographic Secretary (Sch. 27.8), S.F. Unified School District.

Action: Adopt Staff Report. Reclassify subject position in Class 1450 Principal Clerk Stenographer (Sch. 26.8) to Class 1452 Stenographic Secretary (Sch. 27.8) and that the S.F. Unified School District be advised to amend its Annual Salary Resolution accordingly; further, that these actions be taken only when it does not adversely affect the incumbent.

0632-74      Request for approval of a Personal Services Contract between the S.F. Department of Public Health (San Francisco General Hospital) and Florence K. Tryhus.

Action: Adopt Staff Report. Authorize Personal Services Contract for Florence K. Tryhus effective October 1, 1974, for six months. Department may request an extension of this time.

0636-74      Classification of 235 new positions in the Department of Social Services; a supplemental appropriation.

Action: Adopt Staff Report. Classify positions as indicated; amend Annual Salary Ordinance Sections 169010A, 169010B, 169010C and create new Section 169010D.

0647-74      Request for approval of four Personal Services Contracts re Economic Development Plan, Mayor's Office.

Action: Adopt Staff Report. Authorize Personal Services Contracts for Juan J. Pifarre, Barbara E. Amato, and Mark W. Buell, Mayor's Office of Economic Development, for the period October 1, 1974 through June 30, 1975; refer contract for Nancy K. Thompson back to staff for further study.

MISCELLANEOUS:

3094-74      Requests from departments to backdate the following requisitions and extensions:

T-40087	2910 Social Worker	9-3-74 Juvenile Court
T-40860	Q35 Assistant Inspector	7-1-74 Police Dept.
T-36104 Ext.	2305 Psychiatric Technician	9-1-74 Public Health
T-36065 Ext.	2591 Health Program Coordinator II	9-1-74 " "
T-40297	7334 Stationary Engineer	9-10-74 Public Works
T-40296	7334 " "	9-9-74 " "
T-40291	7372 " "	9-9-74 " "
T-40137	9952 (30) Summer Youth Aides	9-7-74 " "
P-8787	7248 Steamfitter General Foreman	6-7-74 " "
T-40138	9954 (3) Summer Youth Aide Leaders	9-11-74 " "

Action: Approve as recommended by Committee.



RECRUITMENT AND EXAMINATIONS:

40105-74 Appeal of staff's denial re examination announcement for Class 1144.

Action: Adopt Staff Report.

1. Amend examination announcement by adding Class 1452 as additional next lower rank classification with additional qualifying experience.
2. Disapprove request of John Beckham.

40095-74 Appeal of staff's denial to amend minimum requirements in the announcement for Public Information Officer, Class 1312.

Action: Adopt Staff Report. Deny appeal of Elaine Mannon.

4772-74 Request that the announcement for Class 1312 Public Information Officer, issued July 1, 1974, for temporary only, be canceled along with the resultant list.

August 5, 1974: Over to meeting of September 16, 1974.

Sept. 16, 1974: Over to next meeting.

Action: Adopt Staff Report. Cancel announcement and resultant list.

4925-74 Appeal of staff's denial of protest re allocation of points to oral examination for 8310 Sheriff's Lieutenant and 8312 Sheriff's Captain examinations.

September 3, 1974: Over to next meeting after September 16, 1974.

Action: Adopt Staff Report. Deny appeal.

40112-74 Protests re athletic test for Class 8304 Deputy Sheriff.

Action: Adopt Staff Report. Re-administer the athletic test to applicants who passed the written test but did not pass the athletic test. Retest male applicants using the announced passing scores on the events; retest female applicants using revised passing scores.



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Calendar - Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - OCTOBER 2, 1974

ROOM 3, CITY HALL

10:00 A.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

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IN-SERVICE ACTIVITIES:

2404-74 Supplemental appropriation to validate the H2 Fireman examination pursuant to Court Order.

Action: Adopt Staff Report and forward to the Mayor.





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Calendar - Actions Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - OCTOBER 7, 1974

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

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Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATION:

5199-74 Lee V. Cox, 2714 Janitor 8/E-50, Airports Commission - 9-3-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

RESIGNATIONS:

5200-74 Eileen G. Swanson, 1424 Clerk Typist 20/E-175, Board of Education - 2-1-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future appointments subject to recommendation by a Civil Service Commission Examining Physician after he has reviewed a report by a recognized psychiatrist.

5201-74 David Bell, 2736 Porter 63/E-50, Department of Public Health (San Francisco General Hospital) - 8-6-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to a position at the San Francisco General Hospital.

5202-74 Roberta Stagg, 1446 Senior Clerk Stenographer 3/E-82, Department of Public Health (San Francisco General Hospital) - 8-12-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to a position at the San Francisco General Hospital.



RESIGNATIONS: (continued)

5203-74 William S. Stinebaugh, 6120 Environmental Health Inspector 6/E-10,  
Department of Public Health - 8-7-74.

Action: Approve. Determination of future employability off Calendar.  
Mr. Stinebaugh to notify the Commission when to re-calendar.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

2015-69 Maureen G. McLendon, 1430 Transcriber Typist, Adult Probation  
Department - 10-4-74.

November 29, 1971: Off Calendar.

Action: Over to meeting of October 21, 1974. The Commission  
stipulated that this would be a final continuance.

5173-74 Harold K. Richardson, Jr., 9210 Airport Policeman, Airports Commis-  
sion - 8-9-74.

September 3, 1974: Over to meeting of September 16, 1974.

September 16, 1974: Over to meeting of October 7, 1974.

Action: Approve.

5186-74 McNeal Breaux, Sr., 2656 Chef, Juvenile Court (Log Cabin Ranch  
School) - 9-3-74.

Action: Approve. Reinstate to permanent position of Cook,  
Boys' Ranch School, Juvenile Court.

5196-74 Nicolas Silfa, 2903 Eligibility Worker, Department of Social  
Services - 9-3-74.

September 16, 1974: Over to meeting of October 7, 1974.

Action: Approve. Remove name from all current 2903 Eligibility  
Worker lists. Future application subject to review and approval  
of Civil Service Commission staff after satisfactory completion  
of six months' work experience outside the City and County service.  
Not to be certified again to any position in the Department of  
Social Services.



TERMINATION OF PROBATIONARY APPOINTMENT (Promotive):

5197-74 Charles L. Hall, 7440 Equipment Serviceman 9/P-2, Community College District - 9-16-74.

Action: Remove name from 7440 Equipment Serviceman list. To be reinstated to his former position of 2714 Janitor, Airports Commission.

TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance):

5127-74 Carlos L. Baker, 9210 Airport Policeman 99/E-8, Airports Commission - 6-25-74.

July 15, 1974: Over to meeting of September 16, 1974.

September 16, 1974: Over to meeting of October 7, 1974.

Action: Off Calendar. Mr. Baker to notify the Commission when to re-calendar.

5204-74 James C. McNeilly, 2714 Janitor 70/E-58, Airports Commission - 9-20-74.

Action: Return name to list. Not to be certified again to the Airports Commission.

5185-74 David Taylor, 1706 Telephone Operator 9/E-7, Board of Education - 8-23-74.

September 16, 1974: Over to meeting of October 7, 1974.

Action: Return name to list. Not to be certified again to the Board of Education.

5180-74 Candace Fickes, 1720 Key punch Operator 7/E-7, Office of the Controller - 8-21-74.

September 3, 1974: Over to meeting of September 16, 1974.

September 16, 1974: Over to meeting of October 7, 1974.

Action: Remove name from 1720 Key punch Operator list. Not to be certified again to any position in the Office of the Controller.



TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance) (continued):

- 5188-74 Niccolo Caldararo, 3520 Museum Preparator 6/E-4, Fine Arts Museums - 9-4-74.  
Action: Over to meeting of October 21, 1974.
- 5144-74 Steve C. Zeltzer, 8226 Museum Guard 77/E-5, Fine Arts Museums - 7-19-74.  
August 5, 1974: Over to meeting of August 19, 1974.  
August 19, 1974: Over to meeting of October 7, 1974.  
Action: Remove name from 8226 Museum Guard list. Retains eligibility on any other list on which he has standing, but may not accept employment until he has presented proof of satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Fine Arts Museums.
- 5205-74 Ellen Gallagher, 1706 Telephone Operator 18/E-7, Police Department - 9-6-74.  
Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to any position in the San Francisco Police Department.
- 5206-74 Joseph Jones, 2736 Porter 99/E-49, Department of Public Health (Laguna Honda Hospital) - 9-30-74.  
Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5164-74 Arleigh E. Fenton, 7408 Assistant Powerhouse Operator 19/E-3, Public Utilities Commission (Hetch Hetchy Project) - 8-7-74.  
September 16, 1974: Over to meeting of October 7, 1974.  
Action: Over to meeting of October 21, 1974.





TERMINATIONS OF PROBATIONARY APPOINTMENTS (Entrance) (continued):

5207-74 Serge A. Golovin, 2714 Janitor V-108/E-57, Recreation and Park Department - 9-11-74.

Action: Return name to list under waiver of appointment until he has presented a report by a recognized psychiatrist to a Civil Service Commission Examining Physician for his review and approval.

5208-74 Robert L. Wilson, 2714 Janitor, Recreation and Park Department - 9-6-74.

Action: Return name to list.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5209-74 Wilbur P. DuBois, 1240 Assistant Personnel Analyst, Civil Service Commission - 9-27-74.

Action: Approve. Remove name from 1240 Assistant Personnel Analyst list. Not to be certified in any capacity again to the Civil Service Personnel Department.

5210-74 Bessie Crumby, 2585 Health Worker I 3/E-1, Department of Public Health - 9-13-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5211-74 John Wall, 1736 EDP Equipment Operator V-4/E-4, Public Utilities' Commission (Water Department) - 8-5-74.

Action: Return name to list. Not to be certified again to either the Public Utilities Commission or the Board of Education.



Calendar Action Taken  
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 7, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

DOCUMENTS

OCT 21 1974

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MINUTES:

Special Meeting of September 30, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

0572-74 Request to survey one 1602 Calculating Machine Operator position, Public Utilities Commission, Municipal Railway.

Action: Adopt Staff Report. Reclassify one 1602 Calculating Machine Operator (Sch. 22.8) position to one 1424 Clerk Typist (Sch. 22.3), Municipal Railway; amend the Annual Salary Ordinance Section 735010 accordingly.

0466-74 Request for reconsideration of Civil Service Commission action of July 15, 1974, relative to the establishment of Class 4376 Chief Assistant Tax Collector.

Action: Over to meeting of October 21, 1974.

0656-74 Request for additional compensation for use of bilingual skills in accordance with Section IV(E) of the 1973-74 Salary Standardization Ordinance.

Action: Adopt Staff Report. Approve four new requests for additional compensation for use of bilingual skills effective October 7, 1974, and deny three new requests for additional compensation for use of bilingual skills effective October 7, 1974.

<u>Department</u>	<u>Name</u>	<u>Class Number</u>
Approve - Public Health	Carol Lee	1424
" "	Taotafa Taelefi	2585
" "	Carlos Todd	2585
Social Services	Joyce Watkins	2903
Not approved - Public Health	Edward Birnbaum	1424
" "	Bernard Brodit	1630
" "	Jose Fabiani	1842

IN-SERVICE ACTIVITIES:

2404-74 Request from Joyce Evans re Civil Service Commission Rule 13.10 "Appointments - Reinstatement to Prior Position."

Action: Adopt Staff Report. Approve interim temporary appointment in Class 9202 Airport Communications Operator until such time as she may be reinstated in her former Class 9203 Sr. Airport Communications Operator.

MISCELLANEOUS:

3097-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 6401-6600

Action: Approve.



MISCELLANEOUS: (continued)

3098-74 Requests from departments to back date requisitions:

T-40109	7334	Stationary Engineer	9-18-74	Juvenile Court
T-40045	3632	Librarian II	9-18-74	Public Library
P-3379	7235	Transit Lineman Foreman	9-4-74	Municipal Railway, PUC
T-30756	1950	Assistant Purchaser	9-18-74	Public Works

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40017-74 Appeal of staff's denial re disqualification of a candidate for 9220 Airport Operations Supervisor examination.

Action: Over to October 21, 1974.

40055-74 Correction of clerical error in List P-86 for Class 1426 Senior Clerk Typist.

Action: Adopt Staff Report. Correct clerical error by including the name of Maureen Small on List P-86 Class 1426 Senior Clerk Typist, Rank 0.5, 986.00 points.

40059-74 Request re holding 8165 Assistant Compensation Claims Supervisor examination for one promotional applicant.

Action: Adopt Staff Report and forward to the Board of Supervisors.

40138-74 Appeal of staff's denial of protest re oral rating for Class 2576 Supervising Clinical Psychologist.

Action: Over to October 21, 1974.

40145-74 Protest re qualifications of candidate for Class 2370 Director of Nurses.

Action: Adopt Staff Report. Deny protest.

40148-74 Appeal to reconsider Screening Committee's rejection of applications for Public Information Officer, Class 1312.

Action: Adopt Staff Report. Deny appeals of Gary J. Analla and Mary J. L'Abbe.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 7, 1974

4:00 P.M.

- ADDENDUM -

Item  
Number

CLASSIFICATION AND PAY:

0660-74 Request for authorization for a Personal Services Contract between Mr. Felix Schwarz and the Commission on the Aging.

Action: Adopt Staff Report. Authorize Personal Services Contract from October 10, 1974, to December 31, 1974.

RECRUITMENT AND EXAMINATIONS:

40081-74 Appeal of staff's denial of protest re eligibility for 4270 Principal Appraiser (Special Valuations) examination.

Action: Deny Staff Report. Grant appeal of Paul Schwenger.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - OCTOBER 21, 1974

2:00 P.M.

DOCUMENTS

OCT 25 1974

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Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5214-74 Felicitas Ranon, 3598 School Aide III 36/E-2, Board of Education -  
9-11-74.

Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City and County service.

5215-74 Marian de Garcia, 8440 Probation Officer, Juvenile Court (Probation  
Department) - 10-8-74.

Action: Approve.

5216-74 John B. Murphy, 3416 Gardener 61/23, Recreation and Park Department -  
9-30-74.

Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City and County service.

5217-74 Terrie Fields, 1424 Clerk Typist 74/E-173, Department of Social  
Services - 9-18-74.

Action: Over to meeting of November 18, 1974.



AUTOMATIC RESIGNATIONS: (continued)

5218-74 Adele C. Smith, 1426 Senior Clerk Typist 23.1/E-75, Department of Social Services - 9-30-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

RESIGNATIONS:

5219-74 Walter Tanghe, 1928 School Supplies Analyst, Board of Education - 8-7-74.

Action: Cancel all current examination and eligibility status. Future application in Class 1928 School Supplies Analyst subject to approval of the General Manager, Personnel, after satisfactory completion of six months' work experience outside the City and County service.

5220-74 Edgar Washington, Jr., 8215 Traffic Control Officer 37/E-3, Police Department - 9-19-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco Police Department.

5221-74 Lewis D. Stanton, 2604 Food Service Worker V-1/E-96, Department of Public Health (San Francisco General Hospital) - 7-29-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco General Hospital. Future appointments subject to medical clearance by the Civil Service Examining Physician.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

2015-69 Maureen McClendon, 1430 Transcriber Typist, Adult Probation Department - 10-4-71.

October 7, 1974: Over to meeting of October 21, 1974.

Action: Approve. Future appointments subject to medical clearance by the Civil Service Commission Examining Physician and review of work record by Civil Service Commission staff. Not to be certified again to the Adult Probation Department.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5222-74      Lewis Mondy, 2502 Sterilizer Operator, Department of Public Health  
(San Francisco General Hospital) - 9-27-74.

Action: Over to meeting of November 4, 1974.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5223-74      Gilbert Hernandez, 1446 Senior Clerk Stenographer, Adult Probation  
Department - 9-30-74.

Action: Return name to list. One more chance to establish a  
satisfactory work record. Not to be certified again to the  
Adult Probation Department.

5224-74      John G. Broussard, 2714 Janitor V-95/E-58, Airports Commission -  
10-8-74.

Action: Return name to list. Not to be certified again to  
the Airports Commission.

5225-74      Nicholas C. Outin, 7345 Electrician 24/E-5, Department of Electricity -  
9-27-74.

Action: Return name to list. Not to be certified again as  
a Traffic Signal Electrician.

5188-74      Niccolo Caldararo, 3520 Museum Preparator 6/E-4, Fine Arts Museums -  
9-4-74.

October 7, 1974: Over to meeting of October 21, 1974.

Action: Over to meeting of November 4, 1974.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

5164-74 Arleigh E. Fenton, 7408 Assistant Powerhouse Operator 19/E-3, Public Utilities Commission (Hetch Hetchy Project) - 8-7-74.

September 16, 1974: Over to meeting of October 7, 1974.  
October 7, 1974: Over to meeting of October 21, 1974.

Action: Cancel all current examination and eligibility status.  
Not to be certified to the Public Utilities Commission in any position involving the operation of a Powerhouse.

5226-74 William P. Beahon, S-104 Motorman 112/E-111, Public Utilities Commission (Municipal Railway) - 9-19-74.

Action: Off Calendar.

5227-74 Jeffrey Stallard, S-102 Conductor 212/E-111, Public Utilities Commission (Municipal Railway) - 9-17-74.

Action: Off Calendar.

5228-74 Jerry Frazier, 2714 Janitor 110/E-58, Department of Public Works - 9-24-74.

Action: Return name to list. Not to be certified again to the Department of Public Works.

5229-74 Arnold Ilog, 5252 Assistant Mechanical Engineer, Department of Public Works - 9-25-74.

Action: Cancel all current examination and eligibility status.  
Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of one year's work experience outside the City and County service.





TERMINATION OF TEMPORARY APPOINTMENT:

5230-74

Robert Lockhart, 2903 Eligibility Worker, Department of Social Services - 10-11-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of one year's work experience outside the City and County service. Future appointments subject to medical clearance by the Civil Service Commission Examining Physician. Not to be certified again to the Department of Social Services.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 21, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Tarantino  
Absent: Commissioner Chow

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of October 7, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

0460-74 Survey of Class 7259 Water and Power Maintenance Foreman.

Action: Adopt Staff Report.

1. Reclassify one vacant position in Class 7259 (7-1-74, \$610 BW flat; 12-25-74, \$614 BW flat) to Class 7250 Utility Foreman (\$12.26 H).
2. Reclassify second position (now permanently filled) to Class 7250 when it becomes vacant.
3. Amend Annual Salary Ordinance Section 755010 accordingly.

0466-74 Request for reconsideration of Civil Service Commission action of July 15, 1974, relative to the establishment of Class 4376 Chief Assistant Tax Collector.

Action: Over to November 4.

0594-74 Reallocation of one full-time 2232 Sr. Physician Specialist to two part-time positions, Department of Public Health.

Action: Adopt Staff Report. Amend Annual Salary Ordinance Section 581010, Department of Public Health, Community Mental Health Services, by deleting one full-time position in Class 2232 Sr. Physician Specialist and creating two part-time (20 hours) positions in that class.

0645-74 Survey of two vacant positions in Class 1444 Clerk Stenographer, Department of Public Health, Community Mental Health Services, Mission Mental Health Center.

Action: Adopt Staff Report. Reclassify two vacant positions in Class 1444 Clerk Stenographer (Sch. 23.3) to Class 1430 Transcriber Typist (Sch. 23.3); amend Section 567015A of the Annual Salary Ordinance accordingly.

0674-74 Request from General Manager, Public Utilities Commission, for the suspension of overtime provisions of the Annual Salary Ordinance as provided in Section 1.3 of the Ordinance.

Action: Adopt Staff Report. Approve request for the two employees in Classes 7125 Electrical Operations and Maintenance Superintendent and 7128 Powerhouse Superintendent, Hetch Hetchy Project, for the emergency period shown.

DOCUMENTS

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CLASSIFICATION AND PAY: (continued)

- 0678-74 Survey of one vacant 1716 Sr. Addressing Machine Operator position, S.F. General Hospital.
- Action: Adopt Staff Report.
1. Reclassify one 1716 Sr. Addressing Machine Operator position (Sch. 24.3) to 1426 Sr. Clerk Typist (Sch. 24.3).
  2. Abolish Class 1716 Sr. Addressing Machine Operator.
  3. Amend Annual Salary Ordinance Section 557010 accordingly.
- 0684-74 Request for authorization of a Personal Services Contract between the Mayor's Office of Manpower and Mr. Robert Gravelle.
- Action: Adopt Staff Report. Authorize Personal Services Contract between the Mayor's Office and Mr. Robert Gravelle from October 16, 1974, through December 15, 1974.
- 0685-74 Amendment to the Annual Salary Ordinance, 1974-75, reflecting changes in the number of employments, the addition of new classifications and compensation schedules of Municipal and Superior Court personnel.
- Action: Adopt Staff Report. Amend Annual Salary Ordinance to reflect changes in number of employments, new classifications and compensation schedules of Municipal and Superior Courts, Salary Ordinance Sections 155010 and 179010.
- 0689-74 Request for authorization of a Personal Services Contract between the Mayor's Office of Economic Development and Ms. Nancy K. Thompson.
- Action: Adopt Staff Report. Authorize Personal Services Contract between the Office of the Mayor and Ms. Nancy K. Thompson for a period of time beginning November 1, 1974, through June 30, 1975.
- 0697-74 Extension of two Personal Services Contracts, Department of Public Health.
- Action: Adopt Staff Report. Authorize extensions of two Personal Services Contracts for Ann Lodge and Neil Ross through December 31, 1974.

IN-SERVICE ACTIVITIES:

- 2422-74 Appeal of medical rejection of James A. Morman, 2724 School Custodian, Action: Adopt Staff Report. Sustain medical rejection for 2724 School Custodian and place under waiver of all employment with the SFUSD and SFCCD. Retain all other current examination and eligibility status subject to medical evaluation. Refer to Employment Counseling to explore other job opportunities.

MISCELLANEOUS:

- 3099-74 From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 6601-6850
- Action: Approve.
- 3100-74 Requests from departments to back date requisitions and extensions:
- |              |                               |         |                 |
|--------------|-------------------------------|---------|-----------------|
| T-40030 Ext. | 1840 Jr. Management Assistant | 9-1-74  | Mayor's Office  |
| T-40032      | 1452 Stenographic Secretary   | 9-18-74 | Model Cities    |
| T-46222      | 2230 Sr. Physician Specialist | 9-1-74  | Public Health   |
| T-30755 Ext. | (3) 9954 Summer Youth Aide    |         |                 |
|              | Leaders                       | 10-1-74 | Public Works    |
| T-30858 Ext. | 2940 Child Welfare Worker     | 7-1-74  | Social Services |



MISCELLANEOUS: (continued)

T-40179	2	3598	School Aide III	9-4-74	S.F.U.S.D.
T-40396	3	3598	" " "	"	"
T-40397	8	3598	" " "	"	"
T-40398	2	3598	" " "	"	"
T-40399	1	3598	" " "	"	"
T-40441	2	3597	" " II	"	"
T-40450	1	3598	" " III	9-18-74	"
T-40447	2	3598	" " "	9-4-74	"
T-40448	4	3597	" " II	7-1-74	"
T-40446	1	3598	" " III	9-4-74	"
T-40445	1	3598	" " "	"	"
T-40451	1	3595	" " I	9-19-74	"
T-40452	1	3598	" " III	9-18-74	"
T-40453	1	9972	School Comm. Rel. Asst.	9-12-74	"
T-40454	1	3597	School Aide II	9-4-74	"
T-40455	1	3595	" " I	"	"
T-40456	1	3595	" " "	"	"
T-40459	3	3598	" " III	9-3-74	"
T-40460	2	3595	" " I	"	"
T-40461	2	3595	" " "	9-4-74	"
T-40295	6	2724	School Custodian (Ext.)	9-6-74	"

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40017-74 Appeal of staff's denial re disqualification of a candidate for 9220 Airport Operations Supervisor examination.

October 7, 1974: Over to meeting of October 21, 1974.

Action: Adopt Staff Report. Disqualify Willie Dunbar in the examination for Class 9220 Airport Operations Supervisor.

40138-74 Appeal of staff's denial of protest re oral rating for Class 2576 Supervising Clinical Psychologist promotive examination.

October 7, 1974: Over to meeting of October 21, 1974.

Action: Under submission. Decision to be announced at a later date.

40176-74 Appeal of staff's denial of protest on eligible list for 7276 Electrician General Foreman.

Action: Over to meeting of November 4, 1974.

40186-74 Appeal of staff's denial of protest of oral ratings for promotive examinations for Classes 1270 Departmental Personnel Officer and 1272 Senior Departmental Personnel Officer.

Action: Over to meeting of November 4, 1974.

CLASSIFICATION AND PAY: (continued)

0699-74 Request for new classification re General Services Supervisor, Department of Public Health, S. F. General Hospital.

Action: Over to meeting of November 4, 1974.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - NOVEMBER 4, 1974

2:00 P.M.

DOCUMENTS

DEC 4 1974

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PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5231-74 Joan A. Brown, 2320 Registered Nurse, Department of Public Health  
(San Francisco General Hospital) - 10-1-74.

Action: Approve. No restrictions on future employment.

5232-74 Howard E. McCully, 3410 Assistant Gardener V-48/E-3, Recreation and  
Park Department - 10-9-74.

Action: Over to meeting of November 18, 1974.

5233-74 Thomas W. Geiser, 2903 Eligibility Worker, Department of Social  
Services - 10-1-74.

Action: Approve. No restrictions on future employment.

RESIGNATIONS:

5234-74 Alice Austin, 2506 Central Supply Room Aide, Department of Public  
Health (San Francisco General Hospital) - 9-25-74.

Action: Approve. Not to be certified again to the Department  
of Public Health.



RESIGNATIONS: (continued)

- 5235-74 Emory E. Linker, 2302 Orderly 4/E-294, Department of Public Health (San Francisco General Hospital) - 9-10-74.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City Service. Not to be certified again to the Department of Public Health.
- 5236-74 Jerry Ward, 1424 Clerk Typist 100/E-175, Public Utilities Commission (Municipal Railway) - 9-27-74.
- Action: Approve. Not to be certified again to the Municipal Railway.

TERMINATION OF LIMITED TENURE APPOINTMENT:

- 5222-74 Lewis Mondy, 2502 Sterilizer Operator, Department of Public Health (San Francisco General Hospital) - 9-27-74.
- October 21, 1974: Over to meeting of November 4, 1974.
- Action: Over to meeting of November 18, 1974.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

- 5237-74 Henry Kelly, 2724 School Custodian 9/E-52, Board of Education - 10-9-74.
- Action: No future employment with the City and County of San Francisco.
- 5238-74 Beatrice J. Selby, 1426 Senior Clerk Typist 30/E-19, Community College District - 10-16-74.
- Action: Over to meeting of December 2, 1974.



TERMINATIONS OF PROBATIONARY APPOINTMENTS: (continued)

5188-74 Niccolo Caldararo, 3520 Museum Preparator 6/E-4, Fine Arts Museums - 9-4-74.

October 7, 1974: Over to meeting of October 21, 1974.  
October 21, 1974: Over to meeting of November 4, 1974.

Action: Return name to list not under waiver.

5239-74 Francisco M. Aquino, 2202 Dental Aide 12/E-3, Department of Public Health - 10-24-74.

Action: Return name to list under waiver of appointment until 1.) shows evidence of passing State of California Board of Dental Examiners Radiation Safety examination; and 2.) satisfactorily passes a course in remedial English.

5240-74 Richard Koler, S-102 Conductor 155/E-111, Public Utilities Commission (Municipal Railway) - 9-16-74.

Action: Over to meeting of November 18, 1974. Public Utilities Commission is requested to direct Inspector John Squire to be present at this meeting.

5241-74 Ralph Sparks, 9102 Transit Car Cleaner 28/E-3, Public Utilities Commission (Municipal Railway) - 10-1-74.

Action: Return name to list not under waiver.

TERMINATION OF TEMPORARY APPOINTMENT:

5242-74 Lewis E. Bibler, 2520 Morgue Attendant 3/E-2, Department of Public Health (Laguna Honda Hospital) - 10-10-74.

Action: Over to meeting of November 18, 1974.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 4, 1974

3:00 P.M.

Present: Commissioner Costello  
Commissioner Tarantino  
Excused: Commissioner Chow

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of October 21, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

0466-74 Request for reconsideration of Civil Service Commission action of July 15, 1974, relative to the establishment of Class 4376 Chief Assistant Tax Collector.

October 21, 1974: Over to meeting of November 4, 1974.

Action: Over to meeting of November 18, 1974.

0673-74 Survey of two positions in the office of the Coroner: 1 - 2420 Histology Technician and 1 - 2446 Senior Clinical Laboratory Technologist.

Action:

1. Reclassify one 2420 Histology Technician (Sch. 29) position to 2444 Clinical Laboratory Technologist (Sch. 31) when incumbent is not adversely affected.
2. Reclassify one vacant 2446 Senior Clinical Laboratory Technologist (Sch. 34) position to 2444 Clinical Laboratory Technologist (Sch. 31).
3. Amend Annual Salary Ordinance Section 223010 accordingly.

0695-74 Request for authorization of a Personal Services Contract providing for the services of a director of the Public Inebriate Diversion Services of the Bureau of Alcoholism, Department of Public Health.

Action: Authorize Personal Services Contract between Department of Public Health and Dr. George Torney for a period commencing November 4, 1974 through June 30, 1975.

0699-74 Request for new classification re General Services Supervisor, Department of Public Health, San Francisco General Hospital.

October 21, 1974: Over to meeting of November 4, 1974.

Action: Over to meeting of November 18, 1974.





CLASSIFICATION AND PAY: (continued)

0715-74

Request for authorization of a Personal Services Contract between the San Francisco Police Department and Drs. Michael Howe and Virginia Lee Bender.

Action: Authorize Personal Services Contract between the San Francisco Police Department and Drs. Michael Howe and Virginia Lee Bender for the period November 8, 1974 through June 30, 1975.

0716-74

Request for authorization of a Personal Services Contract providing for the services of an executive director of the Municipal Employees Relations Panel, Office of the Chief Administrative Officer.

Action: Authorize Personal Services Contract between the Office of the Chief Administrative Officer and Richard Delamater for the period November 1, 1974 through June 30, 1975. (Motion made by Commissioner Costello, seconded by Comm. Tarantino.)

0721-74

Submission to the Board of Supervisors of "Wage Scales - Private Employment on Public Contracts", under provisions of Section 7.204 of the Charter.

Action: Approve. Submit to Board of Supervisors.

MISCELLANEOUS:

3101-74

From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 6826-6999

Action: Approve.

3102-74

✓ Requests from departments to back-date requisitions and extensions:

T-42349	1	2456 Assistant Toxicologist	9-16-74	Coroner
T-41360	1	2248 Assistant Director Clinical Services II	10-1-74	Public Health
T-43069 Ext.	1	7215 General Laborer Foreman	10-2-74	Public Utilities
- P-3423	1	7353 Water Meter Repairman	7-1-74	" "
- P-3424	1	" " " "	"	" "
- P-3425	1	" " " "	"	" "
- P-3426	1	" " " "	"	" "
- P-3427	1	" " " "	"	" "
- P-3428	1	" " " "	"	" "
P-3379 Ext.	1	Transit Lineman Foreman	9-4-74	" "
T-33019 "	1	5381 Student Engineer Trainee	9-21-74	" "
T-40408	1	6230 Street Inspector	10-4-74	Public Works
T-40409	1	7376 Sheetmetal Worker	10-4-74	" "
T-40410	1	7347 Plumber	10-9-74	" "
T-30762	1	1820 Junior Administrative Analyst	10-1-74	" "
T-30311	1	5272 Assistant Landscape Architect	10-4-74	" "
T-40305	1	" " " "	9-17-74	" "
TX-41184	1	1844 Senior Management Assistant	10-2-74	Social Services

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40176-74

Appeal of staff's denial of protest on eligible list for 7276 Electrician General Foreman.

October 21, 1974: Over to meeting of November 4, 1974.

Action: Over to meeting of November 18, 1974. The Commission stipulated that this would be a final continuance.



RECRUITMENT AND EXAMINATIONS: (continued)

40186-74 Appeal of staff's denial of protest of oral ratings for promotive examinations for Classes 1270 Departmental Personnel Officer and 1272 Senior Departmental Personnel Officer.

October 21, 1974: Over to meeting of November 4, 1974.

Action: 1.) Deny appeal of Maxine Grodjinsky in examination of Class 1270 Departmental Personnel Officer. 2.) Appeal of Helen Blumberg taken under submission. Further written arguments may be submitted. Decision to be announced at a later date.

40194-74 Removal of Paul B. Ettelson's name from eligible list for Class 8301 Sheriff's Property Keeper.

Action: Adopt Staff Report. Cancel all current examination and eligibility status. Future applications subject to review and approval of General Manager, Personnel.

40199-74 Special report re Howard Roberts.

Action: Adopt Staff Report. Cancel all current examination and eligibility status. Future applications subject to review and approval of the General Manager, Personnel.

40204-74 Appeal of staff's denial of terms of the promotive examination announcement for Class 2124 Director of Admissions.

Action: Issue concurrent entrance and promotive examination announcements. Entrance announcement to carry the stipulation that promotive lists have priority over entrance lists.

40247-74 Appeal of staff's denial of protest of oral rating in the examination for Classes 7254 Automotive Machinist Foreman and 7249 Automotive Mechanic Foreman.

Action: Adopt Staff Report. Deny appeal of William Canizales.

40251-74 Cancellation of 9212 Airfield Safety Officer examination announcement issued June 1, 1972 (requested for purposes of issuing new announcement).

Action: Adopt Staff Report. Cancel 9212 Airfield Safety Officer examination announcement issued June 1, 1972.

40245-74 Special report Q-2 Police Officer examination of October 5, 1974.

Action: 1.) Re Wilson Hickey: Adopt Staff Report. Cancel all current examination and eligibility status. Bar from future examinations.  
2.) Re Ernest M. Galaviz: Over to meeting of November 18, 1974.



RECRUITMENT AND EXAMINATIONS: (continued)

40232-74

Request re deletion of candidate's name from tentative eligible List P-2 Class 3466 Assistant Superintendent, Parks, Squares, and Facilities.

Action: Adopt Staff Report. Delete the name of George Georgeades from eligible List P-2, Class 3466 Assistant Superintendent Parks, Squares, and Facilities and amend the list accordingly.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

REGULAR MEETING - NOVEMBER 4, 1974

3:00 P.M.

A D D E N D U M

IN-SERVICE ACTIVITIES:

2405-74 Supplemental Appropriation for Holiday Pay, Election Day,  
November 5, 1974.

Action: Approve. Forward to the Office of the Mayor.

2421-74 Proposed Charter Amendment ((File No. 433-74) amending  
Sections 3.530, 3.540 and 3.660 by increasing membership  
of the Police Commission, Fire Commission and Civil Service  
Commission from three to five members.

Action: Adopt Staff Report. Forward to the Board of Supervisors.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - NOVEMBER 18, 1974

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

- 5217-74            Terrie Fields, 1424 Clerk Typist 74/E-173, Department of Social Services - 9-18-74.
- October 21, 1974: Over to meeting of November 18, 1974.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5243-74            Cynthia A. Siverand, 3598 School Aide III 112/E-1, Board of Education (Elementary Special Education) - 10-9-74.
- Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.
- 5244-74            Christine Gardner, 2312 Licensed Vocational Nurse 9/E-60, Department of Public Health (San Francisco General Hospital) - 10-31-74.
- Action: Off Calendar.
- 5245-74            Thelma Heard, 2554 Physical Therapy Aide 118/24, Department of Public Health (Laguna Honda Hospital) - 9-27-73.
- October 15, 1973: Off Calendar. Refer to staff.
- Action: Over to meeting of December 2, 1974.



RESIGNATIONS:

5246-74

Will A. Dow, 2714 Janitor 164/E-58, Airports Commission - 10-28-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' experience outside the City and County service. Not to be certified again to the Airports Commission.

5247-74

James F. Rush, 7334 Stationary Engineer V33/E-15, Airports Commission - 10-6-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' experience outside the City and County service. Not to be certified again to the Airports Commission.

5248-74

Joseph S. Harper, 2302 Orderly V31/E-290, Department of Public Health (Laguna Honda Hospital) - 8-26-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' experience outside the City and County service.

5249-74

Wilbert L. Fleming, S104 Motorman 90/E96, Public Utilities Commission (Municipal Railway) - 10-21-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' experience outside the City and County service.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5250-74

Geary Terry, 2724 School Custodian, Board of Education (Maintenance and Operations) - 10-15-74

Action: Over to meeting of December 2, 1974.

5251-74

Madeline Abbott, 1440 Medical Transcriber Typist, Department of Public Health (San Francisco General Hospital) - 11-4-74.

Action: Approve. No restrictions on future employment.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5222-74 Lewis Mondy, 2502 Sterilizer Operator, Department of Public Health (San Francisco General Hospital) - 9-27-74.

October 21, 1974: Over to meeting of November 4, 1974.  
November 4, 1974: Over to meeting of November 18, 1974.

Action: Over to meeting of December 2, 1974.

5252-74 Joseph O'Neal, 2305 Psychiatric Technician, Department of Public Health (Community Mental Health Services) - 10-17-74.

Action: Off Calendar.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5226-74 William P. Beahon, S104 Motorman 112/E-111, Public Utilities Commission (Municipal Railway) - 9-19-74.

October 21, 1974: Off Calendar.

Action: Return name to list not under waiver.

5240-74 Richard Koler, S102 Conductor 155/E-111, Public Utilities Commission (Municipal Railway) - 9-16-74.

November 4, 1974: Over to meeting of November 18, 1974.  
Public Utilities Commission is requested to direct Inspector John Squire to be present at this meeting.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' experience outside the City and County service.

5253-74 Dianna Cash, 1424 Clerk Typist 78/E-172, Public Utilities Commission (Municipal Railway) - 10-23-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' experience outside the City and County service.

5254-74 Donald R. Williford, 9110 Fare Collection Receiver 32/E-17, Public Utilities Commission (Municipal Railway) - 10-17-74.

Action: Over to meeting of December 2, 1974.



TERMINATIONS OF TEMPORARY APPOINTMENTS:

5242-74      Lewis E. Bibler, 2520 Morgue Attendant 3/E-2, Department of Public Health (Laguna Honda Hospital) - 10-10-74.

November 4, 1974: Over to meeting of November 18, 1974.

Action: Off Calendar. Refer to Civil Service Commission Classification Division for immediate study and review of this position at Laguna Honda Hospital.

5255-74      Ann Crouse, 1424 Clerk Typist 83.5/E-177, Board of Education - 10-29-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' experience outside the City and County service.

5256-74      Thelma Eastman, 1424 Clerk Typist 223/E-178, Board of Education - 10-17-74.

Action: Return name to list not under waiver.

5257-74      Charles Anderson, 7334 Stationary Engineer 7/E-16, Port Commission - 10-21-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' experience outside the City and County service.

5258-74      Willie Hudson, 2736 Porter 40/E-50, Department of Public Health (San Francisco General Hospital) - 11-8-74.

Action: Approve.

5259-74      Hazel Jackson, 2302 Orderly 49/E-304, Department of Public Health (Laguna Honda Hospital) - 11-7-74.

Action: Return to list not under waiver.





TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5260-74

James D. Moore, 2302 Orderly 32/E-305, Department of Public Health (Laguna Honda Hospital) - 10-31-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Medical evaluation by Civil Service Commission doctor required.

5261-74

Sherman Murdock, 2736 Porter 13/E-50, Department of Public Health (San Francisco General Hospital) - 10-31-74.

Action: Approve.

5262-74

Joyce M. Green, 2903 Eligibility Worker 29/E-7, Department of Social Services (AFDC) - 10-22-74.

Action: Over to meeting of December 2, 1974.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 18, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of November 4, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

0189-74 Survey of one vacant position in Class 7338 Lineman in the S.F. Water Department, Peninsula Division.

Action: Off Calendar. Refer to staff.

0466-74 Request for reconsideration of Civil Service Commission action of July 15, 1974, relative to the establishment of Class 4376 Chief Assistant Tax Collector.

October 21, 1974: Over to meeting of November 4, 1974.

November 4, 1974: Over to meeting of November 18, 1974.

Action: Under submission.

0622-74 Classification of 17 new positions in the 1974-75 budget, S.F. Community College District.

Action: Adopt Staff Report.

1. Allocate 13 new positions to budgeted classes.
2. Defer classification action on four positions indicated by an asterisk.
3. Advise College District to amend its Annual Salary Resolution accordingly.

0635-74 Classification of one new 1424 Clerk Typist position in the 1974-75 budget, S.F. Community College District.

Action: Adopt Staff Report. Classify one new position as budgeted; advise the College District to amend its Annual Salary Resolution accordingly.

0657-74 Classification of three positions in the 1974-75 budget of the Department of Public Health, S.F. General Hospital (Building Maintenance).

Action: Adopt Staff Report. Allocate positions to budgeted classes of 1 - 7205 Chief Stationary Engineer and 2- 7335 Senior Stationary Engineer; amend Annual Salary Ordinance Section 557030 accordingly (delete asterisks).



CLASSIFICATION AND PAY: (continued)

0671-74 Survey of one 1444 Clerk Stenographer position, Department of Public Works, Traffic Engineering Division, Engineering Bureau.

Action: Adopt Staff Report. Reclassify one 1444 Clerk Stenographer position to 1446 Senior Clerk Stenographer; amend Annual Salary Ordinance Section 4210012 when it will adversely affect the incumbent.

0692-74 Request to classify five positions (budget 1974-75), S.F. Unified School District.

Action: Adopt Staff Report. Allocate five positions in budgeted classes as follows:

- 1 - 1424 Clerk Typist (PT)
- 2 - 1424 Clerk Typist
- 2 - 1650 Accountant

Advise S.F. Unified School District to amend its Annual Salary Resolution accordingly.

0699-74 Establishment of new classification 2742 General Services Supervisor at S.F. General Hospital, Department of Public Health.

October 21, 1974: Over to meeting of November 4, 1974.

November 4, 1974: Over to meeting of November 18, 1974.

Action: Adopt Staff Report.

1. Adopt a new class of 2742 General Services Supervisor per the attached tentative class specification; Salary Schedule 29 as recommended by the Department.
2. Allocate one position at S.F. General Hospital to this new class.
3. Delete two positions in Class 2604 Food Service Worker.
4. Amend Annual Salary Ordinance Sections 557010 and 557015 accordingly.

0725-74 Classification of one budgeted position, Department of Public Health, Central Office - Health Centers.

Action: Adopt Staff Report. Allocate position to Class 2230 Physician Specialist; amend the Annual Salary Ordinance Section 535010 (remove asterisk).

0733-74 Classification of five positions (budget 1974-75), Department of Public Works, Bureau of Engineering.

Action: Adopt Staff Report.

1. Allocate five new positions in the Department of Public Works, Bureau of Engineering, to the following classes:

- 1 - 1408 Principal Clerk
- 1 - 1842 Management Assistant
- 1 - 5206 Associate Civil Engineer
- 1 - 5254 Associate Mechanical Engineer
- 1 - 5258 Senior Mechanical Engineer

2. Amend Section 421010 of the Annual Salary Ordinance accordingly (delete asterisk (\*) symbol).

0741-74 Request by the City Attorney to amend the Annual Salary Ordinance by including three additional attorney positions.

Action: Adopt Staff Report. Amend Annual Salary Ordinance Section 117080 by adding 1 - 8182 Head Attorney, Civil, and 2 - 8180 Principal Attorney, Civil.

0748-74 Amendment to Class Specification 2126 Executive Assistant, Department of Public Health, Community Mental Health Services.

Action: Amend Class Specification 2126 Executive Assistant, Community Mental Health Services.



CLASSIFICATION AND PAY: (continued)

- 0749-74 Request for additional compensation for use of bilingual skill in accordance with the provisions of Section IV(E), 1973-74 Salary Standardization Ordinance.

Action: Adopt Staff Report. Approve 5 new requests for additional compensation for use of bilingual skills effective November 18, 1974; discontinue two recertifications effective October 1, 1974.

Approve: Board of Supervisors - Sadie Geil, 1443  
Juvenile Court - George Samayoa, 8402  
Public Health - Nylda Gemple, 2846  
" " - Nestor Yallico, 2320  
Social Services - Silvia Avelar, 1424  
Discontinue: Public Health - Sanford Tom, 2235  
Social Services - Robert Essick, 2907

IN-SERVICE ACTIVITIES:

- 2399-74 Request for reconsideration of staff's denial of sick leave with pay for Gaylord D. Bunton under the provisions of Section 16.170 of the Administrative Code.

Action: Over to meeting of December 2, 1974.

- 2709-74 Request for reconsideration of staff's denial of sick leave with pay for Phyllis J. Holder under the provisions of Section 16.170 of the Administrative Code.

Action: Over to meeting of December 2, 1974.

MISCELLANEOUS:

- 3104-74 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral authorization numbers: 7034-7200

Action: Approve.

- 3105-74 Requests from departments to backdate requisitions and extensions:

T-32577	Ext. 1620	Billing Auditor, Commercial	11-1-74	Public Utilities
T-40398		7333 Junior Stationary Engineer	10-18-74	Public Works
T-30351	Ext. 1444	Clerk Stenographer	7-1-74	Real Estate
T-40093		8420 Rehabilitation Serv. Coord.	9-1-74	Sheriff's Office
T-40094		2566 Rehabilitation Counselor	9-1-74	" "
TX-30702	Ext 1426	Senior Clerk Typist	11-7-74	Social Services
TX-30727	" 2903	Eligibility Worker	11-4-74	" "
T-30732	" 2942	Sr. Child Welfare Worker	11-1-74	" "
T-41072	" 1426	Senior Clerk Typist	10-31-74	" "
T-41083	" 2903	Eligibility Worker	11-8-74	" "
T-41123	" 1426	Senior Clerk Typist	11-1-74	" "
T-41196	" 2903	Eligibility Worker	10-31-74	" "

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 40176-74 Appeal of staff's denial of protest on eligible list for 7276 Electrician General Foreman.

October 21, 1974: Over to meeting of November 4, 1974.

November 4, 1974: Over to meeting of November 18, 1974. The Commission stipulated that this would be a final continuance.

Action: Adopt Staff Report. Allow appeal of Edwin Conway. Disqualify Raymond Brooks in the examination for 7276 Electrician General Foreman and remove name from the eligible list. Adopt 7276 Electrician General Foreman tentative eligible list as amended.





RECRUITMENT AND EXAMINATIONS: (continued)

40245-74 Special Report Q2 Police Officer examination of October 5, 1974.  
November 4, 1974: Re Ernest M. Galaviz: Over to meeting of  
November 18, 1974.  
Action: Cancel eligibility in current Q-2 Police Officer examination.  
No restrictions on future applications.

40295-74 Special Report - Serge A. Golovin.  
Action: Cancel all current examination and eligibility status.  
Future applications subject to approval of General Manager, Personnel.

40296-74 Settlement of litigation in Court Case Diaz v. City and County of  
San Francisco.  
Action: Adopt Staff Report. Proceed as directed. Test candidates  
when practicable.

40297-74 Amendment of List C - 6318 Construction Inspector - P2.  
Action: Adopt Staff Report. Add Bertram F. Cody as V-O.3 and  
Warren J. Oberhaus as O.7.

40298-74 Appeal of staff's denial of eligibility of applicant for the  
examination for Class 3230 Golf Director.  
Action: Under submission.

40299-74 Appeal of staff's denial of protest of Key answer for promotive  
examination for 2322 Head Nurse.  
Action: Over to meeting of December 2, 1974.

40300-74 Appeal of staff's denial of terms of promotive examination announce-  
ment for Class 1246 Principal Personnel Analyst.  
Action: Adopt Staff Report.

UNDER SUBMISSION

40186-74 Appeal of Staff's denial of protest of oral ratings for promotive  
examinations for Classes 1270 Departmental Personnel Officer and  
1272 Senior Departmental Personnel Officer.  
November 4, 1974: Appeal of Helen Blumberg taken under submission.  
Action: Grant minimum passing score of 70% in oral examination for  
Class 1272 Senior Departmental Personnel Officer.

40138-74 Appeal of Staff's denial of protest regarding oral rating for Class  
2576 Supervising Clinical Psychologist promotive examination.  
October 21, 1974: Appeal of Jack W. Mohrbacher, Ph. D. taken under  
submission.  
Action: Grant minimum passing score of 70% in examination for Class  
2576 Supervising Clinical Psychologist.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 18, 1974

4:00 P.M.

- ADDENDUM -

Item  
Number

IN-SERVICE ACTIVITIES:

2717-74      From the City Attorney re status of litigation - Superior Court judgment, case of George Brady, S104 Motorman.

Action: Under submission.

2718-74      Supplemental Appropriation request for Police and Fire examinations.

Action: Under submission.

RECRUITMENT AND EXAMINATIONS:

40017-74      Request for reconsideration of Civil Service Commission action October 21, 1974 - appeal of staff's denial re disqualification of a candidate for 9220 Airport Operations Supervisor examination.

Action: Sustain original action.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - DECEMBER 2, 1974

2:00 P.M.

DOCUMENTS

DEC 17 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5263-74 Frederick R. Buchholz, 1424 Clerk Typist V6/E-130, San Francisco  
Community College District (San Francisco Skills Center) - 10-28-74.

Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City and County service.

5245-74 Thelma Heard, 2554 Physical Therapy Aide 118/24, Department of Public  
Health (Laguna Honda Hospital) - 9-27-73.

October 15, 1973: Off Calendar. Refer to staff.  
November 18, 1974: Over to meeting of December 2, 1974.

Action: Approve. Return name to list under waiver of appointment  
until medically cleared by the Civil Service Commission Examining  
Physician.

5264-74 Charlene Matheney, 2993 Eligibility Worker 116/E-3, Social Services -  
11-1-74.

Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City and County service.

5265-74 Barbara Wohl, 2910 Social Worker, Department of Public Health (Laguna  
Honda Hospital) - 10-30-74.

Action: Over to meeting of January 6, 1975.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5250-74 Geary Terry, 2724 School Custodian, Board of Education (Maintenance  
and Operations) - 10-15-74.

November 18, 1974: Over to meeting of December 2, 1974.

Action: Approve. Cancel all current examination and eligibility  
status. Future applications subject to review and approval of  
Civil Service Commission staff after satisfactory completion of  
six months' work experience outside the City and County service.  
Not to be certified again to the Board of Education.



**TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)**

5222-74      Lewis Mondy, 2502 Sterilizer Operator, Department of Public Health (San Francisco General Hospital) - 9-27-74.

October 21, 1974:    Over to meeting of November 4, 1974.  
November 4, 1974:    Over to meeting of November 18, 1974.  
November 18, 1974:    Over to meeting of December 2, 1974.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

**TERMINATIONS OF PROBATIONARY APPOINTMENTS:**

5266-74      Jerome Boucher, 1630 Account Clerk 145/E-11, Sheriff's Department - 11-22-74.

Action: Return name to list not under waiver.

5267-74      Iris E. Grayson, 1706 Telephone Operator 22/E-7, Public Works (General Office) - 10-30-74.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the Department of Public Works.

5238-74      Beatrice J. Selby, 1426 Senior Clerk Typist 30/E-19, San Francisco Community College District (Pacific Heights Adult Division) - 10-16-74

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.

5268-74      Mary Thomas, 1914 Film Serviceman 14/E-3, Board of Education (Audio Visual) - 11-1-74.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future appointments subject to medical clearance by the Civil Service Commission Examining Physician.

5269-74      Lynne Warren, 9402 Program Specialist I, Mayor's Office (Model Cities Agency) - 10-30-74.

Action: Return name to list not under waiver.

5254-74      Donald R. Williford, 9110 Fare Collections Receiver 32/E-17, Public Utilities Commission (Municipal Railway) - 10-17-74.

November 18, 1974:    Over to meeting of December 2, 1974.

Action: Remove name from 9110 Fare Collections Receiver list.





TERMINATIONS OF TEMPORARY APPOINTMENTS:

5262-74      Joyce H. Green, 2903 Eligibility Worker 29/E-7, Department of Social Services (AFDC) - 10-22-74.

November 18, 1974: Over to meeting of December 2, 1974.

Action: Over to meeting of December 16, 1974.

5270-74      Beulah Runnels, 1720 Key Punch Operator 99/E-8, Office of Controller (EDP Division) - 10-31-74.

Action: Approve.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 2, 1974

4:00 P.M.

DOCUMENTS

DEC 17 1974

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of November 18, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

1705-73

Survey of 13 positions in the Data Processing Section, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify 13 positions in the San Francisco Unified School District as follows:

<u>From:</u>	<u>To:</u>
1 1736 EDP Equipment Operator	Same
1 1737 Sr. EDP Equipment Operator	1 1736 EDP Equipment Operator
1 1737 Sr. EDP Equipment Operator	Same
1 1738 EDP Shift Supervisor	Same
1 1855 Sr. Control Clerk, EDP	Same
1 1858 Control Supervisor, EDP	1 1856 Asst. Control Suprv., EDP
2 1864 Sr. Systems Analyst	Same
2 1866 Systems and Procedures Supervisor	Same
1 1866 Systems and Procedures Supervisor	1 1875 Sr. Software Analyst
1 1873 Software Analyst	Same
1 1879 Project Manager, Special Project	1 1890 Manager, Data Processing, SFUSD (new class)

2. Adopt specification for new Class 1890 Manager, Data Processing, San Francisco Unified School District, Schedule #45 J,Z \$830-1004; December 25 \$834-1008.
3. Advise the School District to amend its Salary Resolution accordingly.

0478-74

Survey of one 7426 Elevator Operator position, San Francisco International Airport.

Action: Adopt amended Staff Report.

1. Reclassify one 7426 Elevator Operator position (Sal. Sch. 21.3) to 1341 Public Service Assistant (Sal. Sch. 24.3)
2. Amend Annual Salary Ordinance Section 725010C accordingly.
3. Amend class specification for Class 1341 Public Service Assistant to include duties of subject position.
4. Grant status to incumbent.

0597-74

Survey of one 1452 Stenographic Secretary position, Airports Commission.

Action: Adopt Staff Report.

1. Reclassify one 1452 Stenographic Secretary position (Sal. Sch. 27.8), Airports Commission, to Class 1528 Administrative Secretary (Sal. Sch. 29.8).
2. Amend Annual Salary Ordinance Section 725010A accordingly.



CLASSIFICATION AND PAY: (continued)

- 0702-74 Survey of one 1424 Clerk Typist position in the Juvenile Court, Probation Department.
- Action: Adopt Staff Report.
1. Reclassify one 1424 Clerk Typist position (Sal. Sch. 22.3), Juvenile Court, Probation Department, to Class 1426 Senior Clerk Typist (Sal. Sch. 24.3).
  2. Amend Annual Salary Ordinance Section 185010 accordingly.
  3. Allocate future vacancies of the "Unit Clerk" type positions in Juvenile Court to Class 1426 Senior Clerk Typist.
- 0754-74 Request to reallocate one eight-hour school term 1426 Senior Clerk Typist position to two four-hour school term 1426 Senior Clerk Typist positions.
- Action: Over to meeting of December 16, 1974.

IN-SERVICE ACTIVITIES:

- 2399-74 Request for reconsideration of staff's denial of sick leave with pay for Gaylord D. Burton under the provisions of Section 16.170 of the Administrative Code.
- November 18, 1974: Over to meeting of December 2, 1974.
- Action: Refer to staff for further study with the City Attorney.
- 2709-74 Request for reconsideration of staff's denial of sick leave with pay for Phyllis J. Holder under the provisions of Section 16.170 of the Administrative Code.
- November 18, 1974: Over to meeting of December 2, 1974.
- Action: Refer to staff for further study with the City Attorney.
- 2719-74 Appeal of denial of request for educational leave.
- Action: Adopt Staff Report. Deny appeal of Ekaterina Zaloz, 1446 Senior Clerk Stenographer, Department of Public Works.
- 2730-74 Resolution of commendation for Jessica Quinn, Civil Service Commission, upon her retirement.
- Action: Approve.

MISCELLANEOUS:

- 3106-74 From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 6951-6951  
7201-7350
- Action: Approve.
- 3107-74 Requests from departments to backdate requisitions:
- |          |                              |          |                  |
|----------|------------------------------|----------|------------------|
| T-40039  | 1344 Public Service Director | 11-13-74 | Mayor's Office   |
| T-40096  | 9702 Manpower Specialist I   | 11-1-74  | Sheriff's Office |
| T-41212  | 1424 Clerk Typist            | 10-25-74 | Social Services  |
| T-41215  | 1426 Sr. Clerk Typist        | 10-25-74 | " "              |
| T-41218  | 1652 Senior Accountant       | 10-25-74 | " "              |
| T-41238  | 1426 Sr. Clerk Typist        | 10-25-74 | " "              |
| T-41222  | 2903 Eligibility Worker      | 11-1-74  | " "              |
| T-41219  | 2903 " "                     | 10-30-74 | " "              |
| TX-41233 | 2903 " "                     | 10-31-74 | " "              |
- Action: Approve as recommended by Committee.



RECRUITMENT AND EXAMINATIONS:

- 40199-74 Request for reconsideration of Civil Service Commission action of November 4, 1974 re Howard Roberts.
- Action: Order full back-pay for Howard Roberts from date of verbal notice of termination to date of official written notice. Sustain action of November 4, 1974, in cancelling all current examination and eligibility status and requiring permission of the General Manager, Personnel to participate in future examinations.
- 40202-74 Appeal of staff's denial of protest of oral ratings in the promotive examinations for 5122 Assistant City Architect and 5124 City Architect.
- Action: Award minimum passing score of 70% to Robert J. Malerbi in the examination for Class 5124 City Architect; no adjustment made in the examination for Class 5122 Assistant City Architect.
- 40299-74 Appeal of staff's denial of protest of key answer for promotive examination for 2322 Head Nurse.
- November 18, 1974: Over to meeting of December 2, 1974.
- Action: Adopt Staff Report. Deny appeal.
- 40331-74 Appeal of staff's denial of protests on key answers for the promotional examinations for Classes 5156 Peninsula Division Manager and 5154 Peninsula Division Assistant Manager.
- Action: Adopt Staff Report. Deny appeals. (Vote of 2 to 0. Commissioner Costello abstains.)

UNDER SUBMISSION:

- 40298-74 Appeal of staff's denial of eligibility of applicant for the examination for Class 3230 Golf Director.
- November 18, 1974: Under submission.
- Action: Approve J. G. Vetrano's participation in the oral examination for Class 3230 Golf Director. Commission stipulated participation is conditional; Qualifications Appraisal Board will make final determination as to the evaluation and relevancy of experience.





CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 2, 1974

4:00 P.M.

- ADDENDUM -

Item  
Number

CLASSIFICATION AND PAY:

0815-74 Request from the Mayor's Office to authorize a Personal Services Contract in the Office of Economic Analysis.

Action: Adopt Staff Report and forward to the Purchaser of Supplies.

IN-SERVICE ACTIVITIES:

2720-74 Charter Amendment (Third Draft), amending Sections 3.530, 3.540 and 3.660 thereof, relating to size and composition of Police, Fire and Civil Service Commissions.

Action: Adopt Staff Report and forward to the Board of Supervisors.

RECRUITMENT AND EXAMINATIONS:

40386-74 Request to hold 2510 Central Supply Room Supervisor promotive examination for one qualified candidate.

Action: Approve and forward to the Board of Supervisors.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

ROOM 282 - CITY HALL

SPECIAL MEETING - DECEMBER 16, 1974

2:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

SEPARATIONS FROM SERVICE:

AUTOMATIC RESIGNATIONS:

5275-74 John A. Briggs, Jr., 2750 Laundry Utility Worker 15/E-12, Department of Public Health (San Francisco General Hospital) - 11-1-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service.

5276-74 Richard G. Guardino, 2526 Ambulance Driver 12/E-2, Department of Public Health - 11-8-74.

Action: Approve. Future appointments subject to medical clearance by the Civil Service Commission Examining Physician.

5277-74 Federico B. Javier, Jr., 1424 Clerk Typist 296/E-174, Public Utilities Commission (Water Department) - 11-29-74.

Action: Approve.

RESIGNATIONS:

5278-74 Cassie M. White, 2312 Licensed Vocational Nurse, Department of Public Health (San Francisco General Hospital) - 11-19-74.

Action: Off Calendar.



RESIGNATIONS: (continued)

5279-74 Orville Jones, 7346 Painter, Board of Education - 11-22-74.

Action: Approve. Future appointments subject to medical clearance by the Civil Service Commission Examining Physician.

5280-74 Richard E. Harris, 1220 Payroll and Personnel Clerk, Department of Social Services - 11-7-74.

Action: Approve. May not participate in future examinations with the City and County of San Francisco.

5281-74 Michael Joseph, 2903 Eligibility Worker, Department of Social Services - 11-22-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of one year's work experience outside the City and County service.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5282-74 Joe Meyers, 1404 Clerk, Department of Public Health - 11-20-74.

Action: Approve. Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Future appointments subject to medical clearance by the Civil Service Commission Examining Physician.

5273-74 Hugh R. Boyd, 8207 Building and Grounds Patrolman, Police Department - 11-25-74.

Action: Over to meeting of January 6, 1975.



TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5283-74 Ronald L. Fong, 8207 Building and Grounds Patrolman, Police Department - 11-27-74.

Action: Disapprove termination. Return to position.

5284-74 Isaiah L. Godwin, 8207 Building and Grounds Patrolman, Police Department - 11-19-74.

Action: Approve.

5285-74 Lee T. Peebles, 8207 Building and Grounds Patrolman, Police Department - 12-2-74.

Action: Approve.

5274-74 Stanley Roberson, 8207 Building and Grounds Patrolman, Police Department - 11-25-74.

Action: Approve.

5286-74 Jess L. Row, 8207 Building and Grounds Patrolman, Police Department - 11-22-74.

Action: Approve.





TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5287-74 John A. Terry, 8207 Building and Grounds Patrolman, Police Department - 11-13-74.

Action: Over to meeting of January 6, 1975.

TERMINATIONS OF PROBATIONARY APPOINTMENTS:

5288-74 Willie Hudson, 2736 Porter 40/E-50, Department of Public Health (San Francisco General Hospital) - 11-15-74.

Action: Cancel all current examination and eligibility status. Future applications subject to review and approval of Civil Service Commission staff after satisfactory completion of six months' work experience outside the City and County service. Not to be certified again to the San Francisco General Hospital.

5289-74 Ruby Roach, 2302 Orderly 47/E-301, Department of Public Health (Laguna Honda Hospital) - 11-22-74.

Action: Return name to list not under waiver.

5227-74 Jeffrey Stallard, S-102 Conductor 212/E-111, Public Utilities Commission (Municipal Railway) - 9-17-74.

October 21, 1974: Off Calendar.

Action: Over to meeting of January 6, 1975.

5290-74 Laura C. Stelling, 2903 Eligibility Worker 325/E-6, Department of Social Services - 11-29-74.

Action: Over to meeting of January 6, 1975.



TERMINATIONS OF TEMPORARY APPOINTMENTS:

5291-74 David K. Lee, 3598 School Aide III, Board of Education - 11-22-74.

Action: Approve. Not to be certified again to the Board of Education.

5292-74 Edward Stevenson, 3598 School Aide III 115/E-2, Board of Education - 11-1-74.

Action: Over to meeting of January 6, 1975.

5293-74 Ruth M. Jackson, 2302 Orderly 94/E-301, Department of Public Health (Laguna Honda Hospital) - 11-22-74.

Action: Approve. Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Examining Physician.

5294-74 Wade Fisher, 2903 Eligibility Worker, Department of Social Services - 12-6-74.

Action: Under submission. Decision to be announced at a later date.

5262-74 Joyce M. Green, 2903 Eligibility Worker 29/E-7, Department of Social Services - 10-22-74.

November 18, 1974: Over to meeting of December 2, 1974.

December 2, 1974: Over to meeting of December 16, 1974.

Action: Return name to list not under waiver. (Vote of two to one. Commissioner Tarantino opposed.)



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 16, 1974

4:00 P.M.

Present: Commissioner Costello  
Commissioner Chow  
Commissioner Tarantino

Commissioner Costello presided.

Item  
Number

MINUTES:

Regular Meeting of December 2, 1974.

Action: Approve.

CLASSIFICATION AND PAY:

1724-73 Survey of one vacant position in Class 1424 Clerk Typist, Public Utilities Commission, Municipal Railway.

Action: Adopt Staff Report. Reclassify one vacant position in Class 1424 Clerk Typist (Sch. 22.3) to Class 1202 Personnel Clerk (Sch. 24.5); amend Section 735010 of the Annual Salary Ordinance accordingly.

0112-74 Request of the Sheriff for consolidation of Class B159 Assistant Law Clerk with Class 8112 Assistant Court Clerk; amendment to class specification 8112 Assistant Court Clerk.

Action: Adopt Staff Report.

1. Consolidate Class B159 Assistant Law Clerk (Sal. Sch. 27.3) with Class 8112 Assistant Court Clerk (Sal. Sch. 29.8).
2. Reallocate two positions in the Civil Division of the Sheriff's Office currently in Class B159 Assistant Law Clerk to Class 8112 Assistant Court Clerk.
3. Amend class specification 8112 Assistant Court Clerk to reflect additional duties and responsibilities present in the positions in the Sheriff's Civil Division.
4. Abolish Class B159 Assistant Law Clerk.
5. Amend Annual Salary Ordinance Section 173010(A) to reflect this action.

0508-74 Survey of one vacant 1444 Clerk Stenographer position, Department of Finance and Records, County Clerk.

Action: Adopt Staff Report. Reclassify one vacant 1444 Clerk Stenographer position (Sch. 23.3) in the Bureau of County Clerk to 1630 Account Clerk (Sch. 22.8); amend Section 225010 of the Annual Salary Ordinance accordingly.

0605-74 Classification of one new position in the 1974-75 budget, Recreation and Park Department, Zoo Division.

Action: Adopt Staff Report.

1. Adopt new class of 2440 Veterinary Laboratory Technologist, Salary Schedule 29 J.
2. Reallocate one position budgeted as 2444 Clinical Laboratory Technologist (Salary Schedule 31) to the above new class.
3. Amend the Annual Salary Ordinance Section 652010 accordingly.

0754-74 Request to reallocate one eight-hour school term 1426 Senior Clerk Typist position to two four-hour school term 1426 Senior Clerk Typist positions.

December 2, 1974: Over to meeting of December 16, 1974.

Action: Adopt Staff Report. Reallocate one eight-hour school term 1426 Senior Clerk Typist position to two four-hour term 1426 Senior Clerk Typist positions; advise the S.F. Unified School District to amend its Salary Resolution accordingly.



CLASSIFICATION AND PAY: (continued)

- 0799-74      Survey of one vacant B408 General Clerk Stenographer position in the Department of Finance & Records, Tax Collector's Bureau, Real Estate Division.
- Action: Adopt Staff Report.
1. Reclassify one B408 General Clerk Stenographer (Sch. 23.8) to 1446 Senior Clerk Stenographer (Sch. 24.8).
  2. Amend the Annual Salary Ordinance Section 261010 accordingly.
- 0803-74      Request of the City Librarian for authorization of a Personal Services Contract as a Television Production Specialist.
- Action: Adopt Staff Report. Forward Personal Services Contract for the services of Mr. Craig Schiller in the Public Library System through June 30, 1976, to the Purchaser of Supplies.
- 0844-74      Amendment to the specification for Class 2999 Executive Director, Commission on the Aging.
- Action: Over to meeting of January 6, 1975.
- 0847-74      Request to reclassify one position in Class 1528 Administrative Secretary to a new class of 1560 Assistant Director and Secretary, Art Commission.
- Action: Adopt Staff Report.
1. Establish new class of 1560 Assistant Director and Secretary, Art Commission (Sal. Sch. J, 33).
  2. Reclassify one vacant position in Class 1528 Administrative Secretary to 1560 Asst. Dir. and Secretary, Art Commission.
  3. Amend Annual Salary Ordinance Section 113010 accordingly.
- 0852-74      Request for additional compensation for use of bilingual skill in accordance with provisions of the 1973-74 Salary Standardization Ordinance Section IV(E).
- Action: Adopt Staff Report. Approve six new requests from Public Health for additional compensation for use of bilingual skills effective December 16, 1974: I. Chan, L. Chan, K.M.G. Poon, G. Roman, J.S. Su, R. Yang. Deny one new request: M.W. Fung.

IN-SERVICE ACTIVITIES:

- 2655-74      Appeal of denial of educational leave of Mary Ann Martinez, Department of Social Services.
- Action: Adopt Staff Report. Deny appeal.
- 2656-74      Request for supplemental appropriation, Civil Service Commission.
- Action: Adopt Staff Report. Approve and forward to Office of the Mayor.

MISCELLANEOUS:

- 3108-74      From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral authorization numbers: 7351-7450
- Action: Approve.





MISCELLANEOUS: (continued)

3109-74 Requests from departments to backdate requisitions and extension.

E-1238 Ext.	2230	Physician Specialist	11-1-74	Public Health, SFGH
P-2587	2322	Head Nurse	7-24-74	" " "
P-2589	2322	" "	8-12-74	" " "
P-2680	2322	" "	8-7-74	" " "
P-2694	2322	" "	8-15-74	" " "
T-40541 (4)	1706	Telephone Operators	11-19-74	Public Works
T-41319	1650	Accountant	11-19-74	Social Services
T-43173	7409	Electric Transit Serviceman	9-24-74	Municipal Railway
T-43188	7409	" " "	10-24-74	" "
T-43189	7409	" " "	10-24-74	" "

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40393-74 Special Report re Benjamin A. Manuel.

Action: If otherwise qualified, may apply for examinations in the accounting series. May not participate in examinations in the purchasing series.

40405-74 Special Report re Mabel I. Shine.

Action: Over to meeting of January 6, 1975.

40416-74 Appeal of rejection of application following unsatisfactory rating on Qualifications Appraisal interview for Class 8217 Station Officer.

Action: Grant minimum passing score of 70% to Sylvester Wilder in the qualifications appraisal interview for Class 8217 Station Officer.

40417-74 Protest of rejection of application following unsatisfactory rating on Appraisal of Personal History and Employment Record for Classes 8217 Station Officer and 8204 Institutional Policeman.

Action: Over to meeting of January 6, 1975.

40418-74 Appeal of rejection of applications following unsatisfactory rating on Qualifications Appraisal interview for Class 8304 Deputy Sheriff.

Action: Off Calendar.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 16, 1974

4:00 P.M.

- ADDENDUM -

Item  
Number

MISCELLANEOUS:

3110-74 Request from the Office of the Mayor to extend exemption of Class 8246 Director, Emergency Services, from the Civil Service provisions of the Charter.

Action: Approve request. Extend exemption of Class 8246 Director, Emergency Services, from the Civil Service provisions of the Charter for the period January 1, 1975, through June 30, 1975.

CLASSIFICATION AND PAY:

0344-74 Request from the Superintendent of Schools for authorization of five Personal Services Contracts.

Action: Adopt Staff Report. Forward Personal Services Contracts to the Board of Education.

RECRUITMENT AND EXAMINATIONS:

40443-74 Appeals of staff's denial of protests of key answers for promotive examination for Class 1246 Principal Personnel Analyst.

Action: Off Calendar.





